

SBE CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application for SBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Work experience resumes (that include places of ownership/employment with corresponding dates for all owners and officers of your firm.
- Personal Financial Statement
- Personal tax returns for the past three years, if applicable, for each owner claiming economic disadvantage status
- Your firm's tax returns (gross receipts) and all related schedules for the past three years
- Documented proof of contributions used to acquire ownership for each owner (e.g. both sides of cancelled checks)
- Signed loan agreements, security agreements and/or bonding forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership or copies of signed lease agreements
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Documented proof of any transfers of assets to/from your firm and/ any of the firms owners over the past two years
- Year-end balance sheets and income statements for the past three years (or life of the firm if less than three years); a new business must provide current balance sheet and income statement
- All relevant licenses, license renewal forms, permits and haul authority forms as applicable
- DBE, SBA 8(a) or SDB certifications, denials or de-certifications, if applicable
- Bank authorization and signature cards
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners and/or directors of the firm
- Trust agreements held by any owner claiming economic disadvantage

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate bank resolution and signature cards
- Official Certificate or Formation and Operating Agreement with any amendments (for LLCs)

Trucking Company

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned and operated by your firm
- List of U.S.DOT numbers for each truck owned or operated by your firm

Regular Dealer

- Proof of warehouse ownership or lease
- List of products carried
- List of distribution equipment owned or leased