

## **THE FOLLOWING ATTACHMENTS ARE REQUIRED FOR CERTIFICATION:**

1. Two business credit references, include names of companies, contact person and title, address, and telephone number.
2. Copy of licenses required by city or state.
3. Submit evidence of all outstanding loans.
4. Resume of principals (s).
5. Office rental or lease agreements.
6. Bank resolution/signature card.
7. Birth Certificates of minority principals (s).
8. If company is not located within the corporation limits of the City of Columbus:
  - The company must demonstrate that the MBE, FBE, female or minority has suffered from past racial or gender discrimination in the City of Columbus MSA construction and goods and/or services industries by written documentation of affidavit.
  - Documentation to support MBE, FBE, female or minority has engaged in or attempted to engage in business in the Columbus MSA construction, goods and/or services industries prior to January 1994.

### **SOLE PROPRIETORSHIP**

- Individual Federal Income taxes for the past three (3) years
- Company's Federal taxes fro the past three (3) years (all available if less than 3years)
- Company's last financial statement

### **PARTNERSHIP**

- Individual Federal Taxes of partners for the past three (3) years (all available if less than 3 years)
- Company's Federal taxes for the past three (3) years (all available if less than 3 years)
- Company's last financial statement
- Partnership Agreement

### **CORPORATION**

- Individual Federal Income taxes for the past three (3) years (all available if less than 3 years)
- Company's Federal taxes for the past three (3) years (all available if less than 3 years)
- Company's last financial statement
- Articles of Incorporation (attach copy of certificate from Secretary of State) and Bylaws
- Copy of Stock Certificate (s) issued
- Agreements containing options to purchase or otherwise acquire stock
- Shareholder guarantees for any debt
- Schedule of advances made to corporations by shareholders for the proceeding three (3) years
- Minutes of first board or shareholders meeting

**ADDITIONALLY, YOU MAY BE REQUIRED TO SUBMIT THE FOLLOWING:**

1. Equipment rental or lease agreements.
2. Listing of all equipment, owned or leased.
3. Vehicles owned and copies of memorandum of title.
4. Dun & Bradstreet number, if any.
5. Proof of capital invested.