VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CONTRACT DOCUMENT CHECKLIST

Name of Business: _____

Contact Person: _____

Telephone Number: Office_____ Mobile_____

Email Address: _____

1. ___ Business Formation Documents

___ **Corporation**
___ Copy of Trade Name Certificate (if applicable)
___ Copy of Articles of Incorporation & By Laws
___ Copy of Certificate of Resolution
___ Certificate of Good Standing

___ **LLC**
___ Copy of Trade Name Certificate (if applicable)
___ Copy of Articles of Organization
___ Copy of Operating Agreement
___ Certificate of Good Standing

___ **General Partnership**
___ Copy of Trade Name Certificate (if applicable)
___ Copy of Partnership Agreement (if applicable)
___ Certificate of Good Standing

___ **L.P, LLP, LLLP**
___ Copy of Trade Name Certificate (if applicable)
___ Certificate of Limited Partnership or Statement of Qualification
(for LLP and LLLP) ___ Current Certificate of Good Standing

___ **Sole Proprietorship** ___ Copy of Trade Name Certificate (if applicable)

2. ___ Current USVI business license Expiration date: ___/___/20____

Type of business license: _____

3. ___ Employer Identification Number (EIN): _____

4. ___ DUNS Number: _____

5. ___ Insurance
___ Certificate of General Liability & Endorsement Expiration date: ___/___/20___
___ Proof of Automobile Insurance Expiration date: ___/___/20___
___ Certificate Professional Liability & Endorsement Expiration date: ___/___/20___
___ Errors and Omissions Expiration date: ___/___/20___
___ Malpractice Insurance Expiration date: ___/___/20___

6. ___Workers Compensation Insurance Expiration date: ___/___/20___