



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex • Suite 4 • St. Croix, USVI 00840-3912  
Telephone: (340) 772-4432 • Fax: (340) 772-4002  
Email: vihfa@vihfa.gov

## CONTRACT DOCUMENT CHECKLIST

Name of Contractor: \_\_\_\_\_

1. \_\_\_ Contractor Corporate Documents

\_\_\_ Corporation \_\_\_ (Copy of Articles of Incorporation & By Laws)  
\_\_\_ Letter of Good Standing from Office of the Lt. Governor attached

\_\_\_ LLC (Copy of Articles of Organization attached)  
(Copy of & Operating Agreement attached)  
\_\_\_ Certificate of Existence from Office of the Lt. Governor attached

\_\_\_ Sole Proprietor \_\_\_ Copy of Trade Name Certificate

2. \_\_\_ Current business license

Expiration date: \_\_\_/\_\_\_/20\_\_\_ Type of business license: \_\_\_\_\_

3. \_\_\_ Employer Identification Number (EIN/ SSN): \_\_\_\_\_

4. \_\_\_ Insurance Binder Expiration date: \_\_\_/\_\_\_/20\_\_\_  
Type of Insurance: \_\_\_ General Liability \_\_\_ Automobile \_\_\_ Errors and Omissions

----- **For VIHFA use only** -----

5. \_\_\_ Proposed Scope of Work TB# \_\_\_\_\_ IFB# \_\_\_\_\_ RFP# \_\_\_\_\_ RFQ # \_\_\_\_\_

6. \_\_\_ Bids \_\_\_ Signed Bid Evaluation Spreadsheet

7. \_\_\_ Request For Approval from P&C and approval by Chief Operating Officer & Executive Director.

P&C Staff Final Review Date: \_\_\_/\_\_\_/20\_\_\_ Date Submitted by P&C \_\_\_/\_\_\_/20\_\_\_

Outstanding Issues: \_\_\_\_\_

John M. Green, Dir. P&C: \_\_\_\_\_ Date approved: \_\_\_\_\_

Flavia E. Logie, Esq. Legal Counsel: \_\_\_\_\_ Date approved: \_\_\_\_\_

Date Submitted to Executive Director for Contract Approval: \_\_\_/\_\_\_/20\_\_\_

