



**SMALL BUSINESS ENTERPRISE CERTIFICATION APPLICATION**  
*SUPPORTING DOCUMENTATION CHECKLIST*

SBE SUPPORTING DOCUMENTATION ITEM	BUSINESS STRUCTURE			
	Sole Proprietorship	Partnership	Limited Liability Company	Corporation
Personal signed tax returns and all schedules and all pages for each owner for the past three years AND past three years returns for affiliate companies owned.	X			
Signed and notarized Affidavit of Certification	X	X	X	X
Signed and notarized Affidavit of Non-Interest for each owner	X	X	X	X
Customer references, including contact name and phone number, for whom work has been performed.	X	X	X	X
In business for 6 months prior to application date or company invoice and proof of payment if business is less than 6 months old.	X	X	X	X
Assumed name certificate (DBA)	X			
Resumes for all owners, officers of firm and key personnel of the applicant firm	X	X	X	X
Proof of Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division	X	X	X	X
Documented proof of place of business/operations (i.e. signed lease agreement or property tax statement) including office space, warehouse, and/or storage facility	X	X	X	X
For Suppliers: List of product lines carried	X	X	X	X
Certification of Authority to do Business in Texas (for out-of-state businesses)	X	X	X	X
For Supplier: List of distribution equipment owned and/or leased	X	X	X	X
Licenses, license renewal forms, permits, and haul authority forms	X	X	X	X
List of equipment and vehicles owned and/or leased with documented proof of purchase/lease agreements (i.e. receipts of purchase, titles, VIN numbers, and insurance cards)	X	X	X	X
Company Federal tax returns filed by the firm and its affiliates with related schedules, for the past 5 years	X	X	X	X
Official Certificate of Partnership		X		
Official Articles of Incorporation or Certificate of Formation				X
Official Articles of Organization or Certificate of Formation			X	