



METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM REGISTRATION CHECKLIST

The Checklist below includes a list of the documents you will need to complete the DBE Program Registration Form. Gathering these documents before beginning the registration will speed up completing the process.

GENERAL INFORMATION

- Legal Business Name

BUSINESS STRUCTURE

- Year Business Established
- EIN (Employer Identification Number) if applicable
- Type of Business License(s) if applicable
- License Number(s) if applicable

INSURANCE INFORMATION

- Type of Insurance if applicable
- Insurance Company Name and Address
- Certificate of Insurance Limits if applicable

BONDING INFORMATION

- Type of Bonding if applicable
- Bonding Company Name and Address
- Bonding Limits

COMPANY EXPERIENCE

- A list of contracts and purchase orders completed in the last three years. If in business less than three years, list contracts or purchase orders completed during the start of your business operations.

DIVERSITY BUSINESS ENTERPRISE CERTIFICATION

- Certificate of Certification
- If not certified, include a statement in this section on your intent to become certified or indicate your desire to receive the assistance needed to become certified

SIGNATURE

- Review, sign, and submit the registration form



THANK YOU FOR COMPLETING THE MDHA PROGRAM REGISTRATION FORM