



Main Applicant Required Documentation

Required Documentation for an Applicant Entity:

- [Applicant Entity Prequalification Application \(AEPA\)](#)
- Copy of Bylaws or Other Governing Documents
- Certificate of Good Standing
- Authorizing Resolution (if applicable)
- Certificate of Assumed Name (if applicable)
- Approval to Conduct Business Transactions in Michigan (if applicable)
- [CPA Attestation](#)
- [Statement of money lender](#) and promissory note
- Debt, Bankruptcy, Insolvency Documents (if applicable)
 - A copy of the discharge documents
- Tax Liability Documents (if applicable)
 - A copy of the initial notice of lien & notice of release
 - Explanation – Cause and outcome of lien
 - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Litigation Documents (if applicable)
 - A copy of the Complaint
 - A copy of the Judgement
 - Explanation – Cause and outcome of litigation

Documentation Required for a Sole Proprietor:

- [Sole Proprietor Prequalification Application \(SPPA\)](#)
- Doing Business As documents from County sole proprietor plans to conduct business in.
- Livescan Form
- Valid copy of a government issued ID
- [CPA Attestation](#)
- [Statement of money lender](#) and promissory note
- W2s, 1099s, and/or Schedule K-1s for the past 12 months
 - Submit an explanation if there are not any W2s, 1099s, and/or Schedule K-1s
- Debt, Bankruptcy, Insolvency Documents (if applicable)
 - A copy of the discharge documents
- Tax Liability Documents (if applicable)
 - A copy of the initial notice of lien & notice of release
 - Explanation – Cause and outcome of lien
 - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Criminal History Documents (if applicable)
 - A copy of all documentation pertaining to the charge
 - Explanation – Cause and outcome of charge
- Litigation Documents (if applicable)
 - A copy of the Complaint
 - A copy of the Judgement
 - Explanation – Cause and outcome of litigation