



THE FOLLOWING DOCUMENTS ARE NECESSARY TO SUBMIT AN APPLICATION CONSIDERED TO BE COMPLETE AND READY TO BE PROCESSED:



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Corporate Documents (current)

- Merchant registration
- Certificate of incorporation
- Certificate of Compliance (known also as “Good Standing”)
- Corporate Resolution, in which the company authorizes the individual to file request

Proof of Citizenship (only one of these is required)

- Passport
- Birth certificate
- Certificate of Naturalization
- Permanent Resident Identification

Proof of Residency (at least one of these is required)

- Driver’s license
- Official Puerto Rico ID
- Federal tax return
- Puerto Rico tax return
- Utilities Account statement (power or water)
- Credit Card Account statement.

Claims and Insurance Documentation

- Private insurance claim
- Agreement on a private insurance claim
- Flood Insurance Claim
- Flood Insurance Claim Agreement
- Private Insurance Policy
- Flood Insurance Policy
- Other documents related to insurance

Documentation of Loss (physical loss)

- FEMA Loss Report
- FEMA benefits letter
- SBA loan documentation
- FEMA Benefits Letter
- SBA loss verification
- Adjudicator’s report on private insurance claim
- Private insurance benefit s letter

Documentation of Loss (economic loss) / Returns

- 2016 PR Tax Return (if the business was operating)
- 2017 and 2018 PR Tax Returns
- 2016 Federal Tax Return (if the business was operating and filed a federal return)
- Federal Tax Return 2017
- Federal Tax Return 2018

Certifications from the Department of the Treasury

- Debt certification
- Sales and Use Tax (IVU) Debt Certification

Certifications from the Department of Labor and Human Resources

- Negative certification of debt regarding Unemployment and Disability Insurance
- Certification of no debt, related to driver's insurance.

Certifications from the Administration for Child Support Agency (ASUME)

- Employer certification of compliance, for employers and corporate guarantors
- Negative certification of alimony compliance, for personal guarantors

CRIM certification

- Certificate of debt for all, CRIM concepts

The following documents can also be requested, if necessary:

- Evidence of prenuptial agreements
- Evidence of alcohol sales
- Letter of consent and authorization
- Certificate of dissolution
- Bankruptcy and/or discharge certificate and supporting documents
- Debt payment plan

The Economic Development Bank (BDE, in Spanish) the entity in charge of reviewing the applications, reserves the right to request some additional documents, later, during the review process of your application or not require all of those listed here.



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DEPARTMENT OF
HOUSING

