


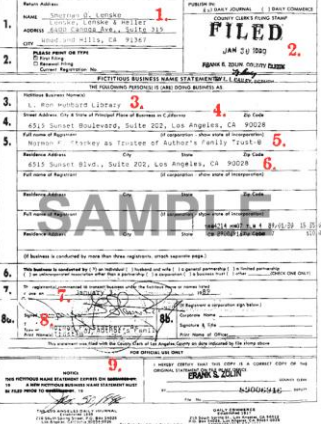


LIST OF ACCEPTABLE LBE DOCUMENTS

ALL documents must be UNEXPIRED



Documents accepted for Affidavit requirement	Documents that establish Proof of Occupancy	Documents that establish Proof of Workforce/Headquarters
<p>1 San Diego County Regional Airport Authority-Affidavit. Affidavit is accessible by visiting www.san.org/smallbusiness and clicking on “get your business certified” or by following the link below: http://www.san.org/Portals/0/Documents/Small%20Business%20Development/SBD-Local-Business-Affidavit-Eligibility-Form-v4.pdf</p> <p>Note: Affidavit must be signed off by Business Owner or Corporate Officer Only. Common Corporate Officers include: CEO, President, Secretary, CFO, COO, and shareholders</p> <div style="text-align: center;">  <p>Local Business Enterprise Affidavit of Eligibility</p> </div> <p>Firm's Legal Name _____ DBA Name _____ Organization Type <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership Work Space Address in San Diego County _____ Telephone Number _____ Cell Number _____ Email Address _____</p> <p>I declare that (Firm's Name)</p> <ol style="list-style-type: none"> Meets all of the requirements of a "Local Business" as defined by San Diego County Regional Airport Authority ("Authority") Policy 5.12; Occupies work space within San Diego County, will submit proof of occupancy to the Authority by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business has been located within the county for a minimum of 6 months prior to the Authority's release of this solicitation, understanding that: (i) U.S. Post Office boxes are not verifiable and shall not be considered proof of occupancy, and (ii) operation of a virtual office does not satisfy this occupancy requirement; Is in compliance with all applicable laws relating to licensing and is not delinquent on any San Diego County taxes; Can demonstrate compliance with one of the following (Check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> More than fifty percent (50%) of the workforce based in the local office resides in San Diego County; or <input type="checkbox"/> The Firm is headquartered in San Diego County. ("Headquartered" means that the business physically conducts and manages all of its operations from a location in San Diego County) and Has enrolled in the Authority's Local Business Enterprise Directory. <p>I declare under penalty of perjury that the foregoing is true and correct.¹</p> <p>Signature _____ Title _____ (Business owner or corporate officer only) Printed Name _____ Date _____</p> <p style="text-align: right; font-size: small;">SBD 8/26/2019</p>	<p>1 Current copy of deed: Deed should include address, start date, end date, and attached amendment(s) if applicable</p> <div style="text-align: center;">  <p>SAMPLE</p> </div> <p>2 Copy of your lease/rental agreement: Lease should include address, start date, end date, and attached amendment(s) if applicable. If you have moved to a month-month status and would prefer not to request that in writing from your landlord, we can accept a company letterhead stating terms of original agreement have shifted to a month to month basis. The letterhead is to be attached to original lease/rental agreement.</p> <p>3 Utility bills (Water, Electric, Phone): Must include one bill dated 6 months or prior, and 2 current bills. The bills must show address listed in affidavit.</p>	<p>1 Statement of Information from California Secretary of State: Must show address. If you have a No Change Statement (NOS) then submit both NOS and last Statement of Information. If you recently filed and are awaiting your copy, you may attach proof of payment</p> <div style="text-align: center;">  <p>SAMPLE</p> </div> <p>2 Copy of Fictitious Business Statement</p> <div style="text-align: center;">  <p>SAMPLE</p> </div> <p>3 Current Payroll Records of ALL Local Office Employees: Must include Employee Name or Employee ID, Employee Address or Zip Code</p>
Documents that establish Proof of Certificate of Payment of Business Tax	Documents that establish Proof of Contractor's License	Documents that establish Proof of Professional License
<p>1 Attach a copy of your current/unexpired certificate of business tax from City of San Diego. You may attach your receipt/proof of payment for the certificate if you have yet to receive your copy.</p> <p>2 If your business operates in the County of San Diego but not the City of San Diego provide proof all business taxes for your city have been paid. This can include proof of payments/receipts, business licenses, or business certificates from city you operate within.</p>	<p>1 Attach a copy of current contractor's license.</p> <p>2 ONLY if business type doesn't require contractor's license, you may type up on letterhead an explanation that license is not applicable.</p>	<p>1 Attach a copy of current professional license</p> <p>2 ONLY if business type doesn't require professional you may type up on letterhead an explanation that license is not applicable.</p>

* If you have any questions in regards to any documents reach out to the Small Business Development Department at LBE@san.org or by calling (619) 400-2584.