



Government of the Virgin Islands

Department of

**PROPERTY AND
PROCUREMENT**

"Keeping The People's House In Order"

INITIALS: _____

APPLICATION TO LEASE REAL ESTATE

Application Date: _____

Business Type : _____

Business EIN No.: _____

Telephone Number: _____

Email Address: _____

DUNS No.: _____

Referred by: _____

1. APPLICANT (Individual/Company Name):

2. CONTACT PERSON:

Name: _____

Position: _____

Telephone: _____

Cellular: _____

Email Address: _____

3. PHYSICAL ADDRESS:

City

State

Zip Code

4. MAILING ADDRESS:

City State Zip Code

5. COMPANY DATA:

Type of Business:

☐ Non Profit

☐ Limited Liability Company

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Other _____

Date Established: _____

Date Operations Began: _____

6. CURRENT FACILITY LOCATION:

Owned: _____

Leased: _____

Current Lessor/Landlord: _____

Monthly Lease/Rent: _____

Length of Contract: _____

7. TAX EXEMPTION:

a. Have you ever applied for tax exemption? ☐ Yes ☐ No

b. If yes, when? _____

c. If your business receives tax exemption, please list:

Projected Growth: _____

8. BANKING AND COMMERCIAL REFERENCES:

a. Include banking references and at least four (4) banking and/or commercial references. Please indicate the account numbers, references and the complete address.

Name		Account Number or Reference	Mailing Address	Telephone
1.				
2.				
3.				
4.				



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b. Does the applicant, guarantor(s), stockholder(s), or officers have, or ever had, a pending application with any of the entities mentioned below?

	Financial Institution	Account Number	Year	Original Amount
1.	Small Business Development Agency			
2.	Government Development Bank			
3.	Small Business Administration			
4.	Commercial and Agricultural Credit			
5.	Other <i>(Please Indicate)</i>			

9. NAMES OF OWNER(S)/STOCKHOLDER(S):

	Name	Title/Position	Ownership %	Telephone	Email
1.					
2.					
3.					
4.					
5.					

If you answered "Yes" to questions 9 through 11, please explain below or on a separate sheet of paper.

10. JUDICIAL LAWSUITS, TAX LAWSUIT OR BANKRUPTCY

a. Is there any lawsuit pending or filed against the company, business, its owner(s), stakeholder(s), guarantor(s), or company officer(s)?

☐ Yes ☐ No

If "YES" explain or give details: _____

b. Have the firm, its main stockholder(s), guarantor(s), officers or the business owner(s) ever been subject to bankruptcy or insolvency proceedings?

☐ Yes ☐ No

If "YES" explain or give details: _____

c. Do you owe any income or property taxes?

☐ Yes ☐ No

If "YES" explain or give details: _____

NOTE: You must submit certification from the Bureau of Internal Revenue and Office of the Lieutenant Governor's Tax Assessor's Office or copies of paid property tax bills.

11. Have the principal(s), stakeholder(s), guarantor(s) or officers ever been convicted of any financial crime?

☐ Yes ☐ No

If "YES" explain or give details: _____



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12. Does any officer(s), principal(s), stockholder(s), guarantor(s) or business owner(s) currently work for the Government of the Virgin Islands?

☐ Yes ☐ No

If "YES" explain or give details: _____

13. EXPERIENCES:

Provide a brief description of management's experience in the industry:

14. DEVELOPMENT DETAILS:

Estimated Costs of Investment: (a) Labor _____
(b) Improvement _____
(c) Total _____

Funding source(s) for investment:

Parcel # of Interest:

Quantity of Land or Space needed(Acre/Sq Ft):

Property Specification Needed:

☐ Undeveloped Land ☐ Office Space ☐ Retail ☐ Warehouse

Location Desired:

☐ East End ☐ Central ☐ West End ☐ North Side ☐ South Side

Required Zoning:

☐ Business & Commercial ☐ Industrial ☐ Residential ☐ Waterfront ☐ Agricultural

Is a Variance needed?

☐ Yes ☐ No

If YES explain: _____

Estimated Size of Facility and Description *(include applicable drawings/maps with application):*



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Project plan and timetable:

Number of jobs this project will create:

Temporary Jobs

<input type="text"/>	Construction/Build Out
<input type="text"/>	Management
<input type="text"/>	Service

Permanent Jobs

<input type="text"/>	Management
<input type="text"/>	Service

Estimated gross income for the past five (5) years of operation (*Attach Financial Statements and Prospectus (Three Years)*):

20 _____

20 _____

20 _____

20 _____

20 _____

Additional Information:

15. SUPPORTING DOCUMENTS CHECK LIST

(The documents below are mandatory for a swift and complete evaluation of your application.)

- ☐ 1. Business License
- ☐ 2. Articles of Incorporation and Organization
- ☐ 3. Certificate of Partnership Formation
- ☐ 4. Certificate of Good Standing
- ☐ 5. Trade Name Certificate
- ☐ 6. 501(C)(3) (Non Profits only)
- ☐ 7. Business Plan including Prospectus
- ☐ 8. Financial Statement - Existing Business
- ☐ 9. Corporate Resolution - Empowering Signatory
- ☐ 10. Architectural Site Plan or Layout
- ☐ 11. Credit Report of all Owners
(Transunion, Equifax or Experian)



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16. APPLICANT DECLARATION AND CONSENT

I/We declare that all of the information contained is accurate and complete. I/We understand and agree that if any of the information is found to be false or incomplete, the Government of the U.S. Virgin Islands will have the right to reject this application and/or terminate the Lease Agreement resulting from this Application with immediate effect .

I/We hereby authorize the Department of Property and Procurement and its officers to conduct any credit/reference checks on me/us to verify the information with any third party including Landlords, Banks, Creditors or other persons.

INITIALS: _____

If you do not understand or agree with these conditions, please do not proceed with submitting this application.

17. SUBMITTED BY:

Print Name: _____ Title: _____

Signature: _____ Date: _____

18. GOVERNMENT DISCLAIMER:

All non-confidential and non-proprietary information furnished is subject to public disclosure under the [Virgin Islands Public Records Act](#). Any confidential or proprietary information should be clearly marked as such.

☐

APPROVED

☐

DISAPPROVED

ANTHONY D. THOMAS

COMMISSIONER
DEPARTMENT OF PROPERTY & PROCUREMENT

DATE



SUBMIT

Completed applications and supporting documentation shall be submitted to the Division of Property via email at property@dpp.vi.gov.