



**State of New Jersey**  
**Department of Treasury**  
**Division of Property Management & Construction**  
**Pre-Qualification Unit**  
33 West State Street, 9<sup>th</sup> Floor  
**PO Box 034**  
**Trenton, NJ 08625-0034**

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## **FORM 48A CHECKLIST**

- Is your application either clipped or stapled? Please do not bind this document, since we separate it for review and filing.
- Have you reviewed the Instructions for Form 48A regarding completion of Box 4, types of ownership and included the required documentation?
- Have you enclosed a copy of your firm's Business Registration Certificate?
- If your firm is certified as an MBE or WBE, have you enclosed a copy of your certificate?
- Have you enclosed the \$100 fee requested in Box 5c?
- Are all the boxes on Page 1 of the form, checked as appropriate?
- In Section 13, have all NJ licensed/certified staff, signed this page? Please be sure to attach the originally signed sheet to your application.
- Are the resumes of the firm's principals and key personnel completed on the sheets provided?
- Have you enclosed, the originally signed page of Section 15, which lists the firm's owners/stockholders?
- If your firm has a parent firm, have you included a completed Section 15 for the parent firm – both the owner/stockholder page and the questionnaire page?
- Have you included the requested financial information as noted on the Section 16 sheet?
- In Section 18, have you complied with the directions regarding the listing of projects --- three for each discipline, two of which are completed?
- Are Sections 22 and 23 notarized?