

SPECIAL HOTEL QUALIFYING CERTIFICATE APPLICATION CHECKLIST

Below are the required forms and documents that must be included in an application for a Special Hotel Qualifying Certificate. If you have any questions or require information on any of the items listed below, please contact the GEDA Business & Economic Development Division at 671-647-4332 or via email at help@investguam.com.

ALL APPLICANTS MUST INCLUDE ONE (1) SIGNED ORIGINAL APPLICATION PACKET ALONG WITH TWO (2) PHYSICAL COPIES & ONE (1) DIGITAL COPY OF ALL DOCUMENTS.

- ☐ Completed and **Notarized** Application Form (QC-1)
- ☐ **Notarized** Affidavit of QC Compliance (QC-2)
- ☐ Authority to Release Non-Proprietary Information (QC-3)
- ☐ Application Fee Payment (\$5,000) Receipt No. _____
- ☐ Signed Fee Schedule Form
- ☐ Government certified copies of articles of incorporation or partnership agreement & Bylaws.
- ☐ Guam Business License
- ☐ Minimum 10 year Financial Plan (Income, Balance & Cash Flow Statements) including:
 - ☐ Financial Forecast Assumptions
- ☐ Project Description including:
 - ☐ Company Overview
 - ☐ Direct/Indirect impact to industry & community
 - ☐ Employee Benefits Package
 - ☐ Project Description & Goals
 - ☐ Employee Statistics
- ☐ Certified maps showing lot descriptions including:
 - ☐ Proof of ownership; or
 - ☐ Current lease agreement (if property is being leased); and
 - ☐ Approved Guam Land Use Commission Notice (if applicable)

FOR RENOVATION AND/OR EXPANSION APPLICATIONS:

- ☐ Recent Appraisal and Preliminary Title Report

*Special Hotel QC Application Checklist
Revised 01/06/2025*