

Applicant:

We have put together a bonding package to be used for bid and performance bonds.

Below is a list of items needed to underwrite your bonding:

1. CPA prepared year-end financial statements for your company including any affiliates or subsidiary.
2. Last three years tax returns: business and personal.
3. Contractors Questionnaire (included).
4. Current schedule of contracts in progress (included).
5. Current personal financial statements for all owners (form included).
6. Cash Verification form/Bank Credit Letter (included).
7. Resumes on owners, key personnel, and operating stockholders (form included or attach prepared resume, if available).
8. Business Plan (form included or attach own)
9. Certificates of Insurance providing evidence of your general liability, workers compensation and other Business insurance coverage.
10. Copy of Buy/Sell Agreement, if any.
11. Company Brochures/Literature, if any.
12. Reference letters (sample forms included).
 - a. Three (3) largest projects completed.
 - b. Three (3) suppliers you have established credit with.

CONTRACTORS QUESTIONNAIRE

1. Contractor _____
(Name as it is filed with Secretary of State or IRS)
2. Address _____

Street
City
State
Zip
3. Phone (____) _____ Fax (____) _____ Cell (____) _____
4. Website _____ Email Address _____
5. Contact Person _____ Title _____
6. Is this firm 8a certified? Yes No If yes, provide exit date of certification _____
7. Federal Tax ID # _____ Total # of Employees: _____
8. Form of organization: Corporation Partnership Proprietorship LLC S Corporation
9. Date Business formed: _____ Date Incorporated _____ State of Incorporation _____
10. Ownership Detail: (Provide resumes and attach copy of current drivers license)

Name and Residence Address	% Owned	Age	Title/ Responsibility	Individual SSN	Marital Status	Spouse's Legal Name & SSN

List any and all subsidiaries or affiliates

Firm Name	Address	Tax ID Number	State of Incorporation

Ownership _____ Type of Business _____
 Type of Entity _____
 (e.g. Corp, S Corp, Partnership, Proprietorship)

11. Has there been any change in ownership or management in the past two years? Yes No
 If yes please explain: _____

12. Is the company or any of its owners connected with other companies that operate as a parent, subsidiary, holding company or affiliate? Yes No If yes, please list: _____

13. Have provisions been made for the continuation of the duties of the owner(s) and an orderly transfer of ownership in the event of death or disability. Yes No Provide Details: _____

14. Are there any problems with full corporate and personal (including spouses) indemnification by all owners and/or affiliates of the company? Yes No If yes, please explain _____

15. Key Operating Personal(provide resumes)

Name	Position/Responsibility	Age	Time in Position	Time in Industry
1)				
2)				
3)				
4)				

16. Control and supervision of contracts by owner(s) is performed on a Daily Weekly Monthly Basis

17. What trades do you normally undertake with your own forces? _____

18. What class of construction work does company:

a. Generally do _____

b. Specializes in _____

c. At times handle _____

19. What is your geographic area of operation? _____

20. What was the largest backlog of contract cost to complete (not contract value) \$ _____

Number of Jobs _____ Year _____

21. List the six largest/most important contracts completed in the last five years.

Owners Name & Contact Person	Bonded Yes/No	Description of Project	Address, Phone # & Fax #	Contract Amount	Completion Time/Date
1)					
2)					
3)					
4)					
5)					
6)					

22. Are bonds required from subcontractors or suppliers? Yes No If yes, over what amount?

\$ _____

23. What is the single largest contract you expect to attempt to obtain in the near future? \$ _____

24. What is the largest backlog of cost to complete you expect to attempt to handle in the near future?
\$ _____
25. What is the largest volume of contract value you will attempt to handle in the near future?
\$ _____
26. Do you presently own the equipment necessary to complete the program outlined in 20, 21, and 22?
 Yes No
If no, will you be buying renting leasing
27. Present or most recent surety? _____
Location _____ How long have you used this surety? _____
Largest single contract previously bonded _____ Reasons for change in surety? _____

28. Have you in the past or do you plan to use more than one surety at a time? Yes No
29. Is collateral currently posed with any other surety to secure bonds on behalf of your firm? Yes No
If yes, please provide details _____
30. Has the company, any affiliate or subsidiary, shareholders or any owner(s) or companies in which they have had ownership interest:
- a. Ever defaulted on or failed to complete a contract? Yes No If yes, please explain _____

 - b. Ever defaulted on a contract forcing the surety to suffer a loss? Yes No If yes, please explain _____

 - c. Ever experienced a bankruptcy? Yes No If so, please explain _____

 - d. Been in receivership? Yes No If so, please explain _____

 - e. Been liened by a taxing authority? Yes No If so, please explain _____

 - f. Failed in business? Yes No If so, please explain _____

31. Are the officers, shareholders, or owner(s) United States Citizens? Yes No
32. Is your firm or any of its owners or operators involved in, have been involved in, or anticipate involvement in any lawsuit, litigation, claim or claim review within the last 3 years?
 Yes No If so, please explain _____

33. Are any liens for labor and/or materials filed against your company on any contracts which have been done or are being done by your company? Yes No If so, please explain _____

34. Is any of the firm's account receivable, complete work or work in progress in dispute, litigation, claim or claim review? Yes No If so, please explain _____
35. Name of Bank _____
Address _____
Account Manager _____ Phone _____
With Bank Since _____ Current Line of Credit Amount \$ _____

Amount in use at time of application \$ _____

Anticipated Additional amount to be used in next 90 days \$ _____

Secured by: _____

Corporate Signature Yes No Personal Signature Yes No

Accounts Receivable Yes No Inventory Yes No Other Yes No Describe: _____

Terms: Rate _____ Repayment _____ Expiration _____

Provide Current Bank Line of Credit Commitment Letter

Previous Bank _____

Address _____

Account Manager _____ Phone _____

Term with Previous Bank _____

36. Have there been any changes in outside accounting firms since your last fiscal year end? Yes No
If yes, please explain the reason for change _____

If no, how long have you been using the present firm? _____

37. Are interim financial statements prepared during the year? Yes No

If yes, how often _____ by whom _____

38. Are trial balances prepared monthly? Yes No If no, how often _____ by whom _____

39. Financial Statements are prepared by the CPA on the following basis:

% of Completion Completed Contract Accrual Cash

40. Income taxes are paid on the following basis: % of Completion Completed Contract Accrual
 Cash

41. Are corporate and personal taxes of owner(s) and spouse(s) current? Yes No If no, please explain: _____

42. Does your company act as an indemnitor to any of the following:

Bank Yes No Surety Company Yes No

Supplier/Subcontractor Yes No Other Yes No

43. Are any of your accounts receivable or retentions assigned, pledged, hypothecated, sold or discounted other than for your present bank line of credit and bonded contracts or do you plan to do this in the future? Yes No If no, please explain _____

44. Give names of principal suppliers/subcontractors:

Name of Firm and Contact	Address, Phone # & Fax #	Material/Service Provided

Provide a Current Certificate of Insurance

Remarks: _____

The following statement must be signed by an owner or officer of the company for which bonding is being requested.

I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I, the undersigned, am authorized to allow you to investigate the credit, bank and performance reference and prior sureties of the company, its employees and owners for bond purposes.

Completed by: _____

(print name)

Title: _____

Signature : _____

Date: _____

As your surety, we are as interested as you in accurate progress reports on your construction work. This form is intended to help present such a report.

As a guide, the following definitions are given so that data presented will be more meaningful.

CONTRACT PRICE and **CONTRACTOR'S ESTIMATED COST TIME OF BID** should include approved change orders only and in original estimated costs, the costs applicable thereto. Exclude claims and disputed items. If desired, an explanation of these items may be attached.

If contracts are on a unit price basis, and the estimated number of units approved has increased or decreased since bid date, adjust the original contract price and costs accordingly, using the original price and cost per unit as a base, and enter these amounts unless the change in unit quantity had contractually operated to change the unit price.

All Projects should be listed: Bonded, non-bonded, lump sum and cost plus.

COSTS should be entered consistent with financial statement (Profit and Loss Report), allocation, excluding general and administrative (specifically unallocated) overhead.

BILL TO DATE and **COSTS TO DATE** should be entered as of the same date or, when this schedule is provided in conjunction with a financial statement, consistent with their treatment in the financial report.

ESTIMATED COSTS TO COMPLETE should be a revised figure reflecting developments which have occurred subsequent to bid date causing a change in total cost (or cost per unit), if any, unit merely a subtraction exercise. After approximately 50% completion, it is imperative that a re-evaluation of costs be made. In the early stages of a project, a re-evaluation of costs may be difficult and perhaps impractical.

PERSONAL FINANCIAL STATEMENT

NOT TO BE USED FOR BUSINESS STATEMENTS

To induce COMPANY to become surety for the Undersigned, or to accept the Undersigned as Indemnitor, the Undersigned submits the following Financial Statement

Personal Financial Statement of _____ SS.NO. _____

Address _____ City _____ State _____ Zip _____

Name of Spouse _____ Home Phone NO. () _____

Bus. Phone NO. () _____

AS OF _____

(Date)

CURRENT ASSETS		CURRENT LIABILITIES	
Cash on hand (not in bank)		Notes Payable To (names and addresses):	
Cash in following banks (names and addresses):		
.....		
.....		
.....		Sales Contracts & Chattel Mtgs. (Sch. 6)	
Stocks and Bonds (Schedule 1)		Accounts Payable.....	
Accounts Receivable (Schedule 2)		Current portion of long term dept.....	
Notes Receivable (Schedule 3)		Other current liabilities (Schedule 6)	
Other current assets (Schedule 6)		
.....		
.....		Currents Year's Income Taxes Unpaid.....	
.....		Prior Year's Income Taxes unpaid.....	
.....		Real Estate Taxes unpaid.....	
.....			
TOTAL CURRENT ASSETS		TOTAL CURRENT LIABILITIES	
FIXED ASSETS		LONG TERM LIABILITIES	
Real Estate (Schedule 4):		Real Estate debt (Schedule 4):	
Residence.....		Residence.....	
Other.....		Other.....	
Cash Value of life insurance (Schedule 5) ...		Borrowed on Life Insurance (Schedule 5)	
Other assets and investments (Schedule 6)		Other long term debt (Schedule 6)	
.....		
.....		
.....		
.....		

		TOTAL LONG TERM LIABILITIES	
TOTAL FIXED ASSETS		NET WORTH	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	

CONTINGENT LIABILITIES

FOR ENDORSEMENTS OR GUARENTEES \$ _____ FOR OTHER PURPOSES \$ _____

GIVE DETAILS _____

1. STOCKS AND BONDS

Name of Security	No. Shares	If any pledge, State to Whom and for what purpose.	Dividends paid last 2 years	Market Value	Book Value
TOTALS				\$	\$

2. ACCOUNTS RECEIVABLE

Name and Address (street and city) from whom due	For what is it due	When Sold	When Due	Amount
TOTAL				\$

3. NOTES RECEIVABLE

Name and Address (street and city) from whom due	For what due	How Secured	Date	Maturity	Amount
TOTAL					\$

4. REAL ESTATE

Description of Property	Title in Name of	Market Value	Cost	Date Acquired	Amount Encumbrance	Monthly Payments	Monthly Income
TOTAL							

5. LIFE INSURANCE-CASH VALUE

Name of Company	Policy #	Name of Insured	Beneficiary	Face Value	Cash Value	Amount Borrowed

6. OTHER ASSETS AND LIABILITIES

Other Current Assets (itemize)	Other Current Liabilities (itemize)	Amount

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with you on behalf of the undersigned, or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with other, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein, and to determine my/our credit worthiness. You are authorized to answer questions about your credit experience with me/us.

Signature _____
 SS No. _____ Date of Birth _____

Signature _____
 SS No. _____ Date of Birth _____

Date Signed _____, _____

CASH VERIFICATION FORM

Re: Account Holder:
Account Number(s):

The above applicant has applied for bonding credit and had given your name as a reference. We would appreciate the courtesy of a prompt reply to the following questions. Your response will be treated in confidence and without responsibility on your part. Thank you for your anticipated cooperation.

1. The applicants balance with you as of _____ is _____.
2. When was the accounts opened? _____
3. What has been the average three-month balance? _____
4. Has a line of credit been established? _____
If so, how much? _____
If so, how? _____
5. Please state largest recent credit extended without collateral or endorsement.

6. Did applicant settle as agreed? _____
7. Has applicant assigned his accounts receivable? _____
8. What is your opinion of applicant's character, ability, and financial responsibility?

Account Holder Authorization

Name of Bank:

By: _____
(signature)

(Name and Title)

BUSINESS PLAN

Company: _____

Date: _____

Company growth is displayed in the financial information of recent years. Plan for the coming year:

1. Approximate maximum job size: \$ _____
2. Expected maximum uncompleted work (total of all contracts on hand at one time minus total worked off, bonded plus unbounded):

3. Expected total sales for next year: \$ _____
4. Any change in type of work? _____ if yes, please explain: _____
5. Farthest mileage from home base: _____
6. Expected additions to current key staff: _____
7. Expected deletions from current key staff: _____

Management and work experience is displayed in the resumes of current key people. Currently key people, including owner(s) are: _____

In the event that the owner(s) would not be able to run the company (i.e. death or disability), this is how the company would complete the work on hand: _____

Life insurance in force on the owners (you may attach list):

Name: _____ Total Amount: _____

Beneficiary: _____

Date _____

To:

Dear

I am requesting a letter from you regarding my current credit line with your company. This information is needed by my bonding company. Your cooperation in completing the information below will be appreciated. Thank you.

Sincerely,

Credit Limit: _____

Length of time doing business with company: _____

How the account is paid: _____

Company/Firm Name: _____

Signature/Title: _____

Date: _____

Date _____

To:

Dear

I am requesting a letter from you regarding work/projects I have completed for you. This information is needed by my bonding company. Your cooperation in completing the information below will be appreciated. Thank you.

Sincerely,

Dollar Size of Job: _____

Type of work/projects: _____

Date Completed: _____

Completion time (# of days): _____

Work/projects completed on time: _____

Quality of work: _____

Remarks/Comments: _____

Company/Firm Name: _____

Signature/Title: _____

Date: _____