



Contractor's Bond Questionnaire

We appreciate the opportunity to be the broker of record in providing surety bond credit to your company. The purpose of this questionnaire is to assist us, and the designated surety company, in evaluating your qualifications for the desired bond credit. For your benefit, please complete this form as accurately and completely as possible. If space is insufficient, please attach additional pages.

Contact person/title _____
Contractor's License No. _____ Contractor's License Expiration Date _____
Class of license(s) _____

Background

Name of firm ACCTNAME
Address ADDRESS1
City CITY County State STATECODE Zip POSTALCODE
Phone NUMBER Fax NUMBER State of Incorporation
E-mail EMAILADDRESS Web Site
Type of Business Proprietorship Partnership LLC S-Corporation C-Corporation
Federal Employer I.D. Number Fiscal year end
Year company started Year current management started
Geographic area of operation
Construction specialties

What percentage of the firm's work is normally performed as

Prime contractor % Subcontractor %
Public work % Private work %
What percentage of work is normally subcontracted? %

What trades do you normally subcontract? _____

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

Is your firm union? Yes No Are you an SBA 8 (a) qualified contractor? Yes No

Number of employees? Number of crews?

List any subsidiaries and/or affiliates of the contracting firm

NAME	OWNERSHIP	TYPE OF BUSINESS	CROSS-INDEMNITY?



Organization – Owners And Key Employees

List the officers, partners or proprietors of your firm

Name _____ Position _____ Ownership %
 SS# _____ D.O.B. _____ Spouse's Name _____ SS # _____
 Residential Address _____ Res. phone # _____

Name _____ Position _____ Ownership %
 SS# _____ D.O.B. _____ Spouse's Name _____ SS # _____
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Name _____ Position _____ Ownership %
 SS# _____ D.O.B. _____ Spouse's Name _____ SS # _____
 Residential Address _____ Res. phone # _____

Do any of the above indemnitors have a Family Trust? Yes No

Will the above Trust (if applicable), individuals & spouses personally indemnify to procure surety bonds? Yes No

• If no, explain _____

Is there a buy/sell agreement among the owners of the business? Yes (attach copy) No

List any life insurance in effect on key personnel

Name _____ Beneficiary _____
 Amount \$ _____ Cash Value \$ _____ Insurance Company _____

Name _____ Beneficiary _____
 Amount \$ _____ Cash Value \$ _____ Insurance Company _____

Has your firm or any of its principals EVER (1) petitioned for bankruptcy, (2) failed or defaulted in business, and/or (3) been charged with a criminal offense? Yes No

• If yes, explain _____

Is your firm or any of its owners or officers currently involved in any litigation? Yes No

• If yes, explain _____

List the key personnel of your firm (These may include officers, managers, superintendents, engineers, project manager, estimators, and others. If available, please attach a separate, detailed resume of each person's construction experience.)

NAME	YEAR HIRED	PRESENT POSITION	DOB	# YEARS EXPERIENCE	SUMMARIZE EDUCATION, WORK EXPERIENCE, PRIOR EMPLOYERS, ETC.

Resumes of key personnel attached

Accounting

Your bookkeeper or in-house accountant _____ In-house software _____

Your CPA firm _____ Contact _____ Phone _____

On what basis are taxes prepared?

Percentage of completion Completed contract Accrual Cash

On what basis are financial statements prepared?

Percentage of completion Completed contract Accrual Cash

On what level of assurance are financial statements prepared and how often (Annual Semi-Annual Quarterly Monthly)

CPA audit _____ CPA review _____ CPA compilation _____ Internal _____

Are job cost records tied to the general ledger? Yes No

How often updated? _____ How often reviewed _____

Do they show job budget vs. actual costs and/or quantities? Yes No

Have there been any major changes in your financial condition since last statement date with respect to the following

Ownership _____ Withdrawals _____ Major loans or refinancing _____
Major equipment purchases or leases _____ Other _____

If available, please attach a separate schedule of company's equipment/vehicles Attached?

Bonding

Name of present surety _____

Name of present agency _____

Phone _____ Contact person _____

How long with present surety? _____ Reason for changing? _____

Has collateral been deposited with any prior surety? Yes Amount \$ _____ No

Has collateral been released? N/A Yes No



Were any bonds SBA guaranteed?

Yes No

Have you been refused a bond by your present or prior surety?

Yes No

- If yes, explain _____

Bond credit desired	Single Job	\$ _____	Total work program	\$ _____
Prequalification Letter Limits desired	Single Job	\$ _____	Total work program	\$ _____

Banking

Bank Name _____ Contact Person _____

Address _____ Phone _____

Line of Credit amount \$ _____ Expiration date _____ Interest rate % _____

How is credit secured? _____ UCC Filing Yes No

Amount of bank line currently in use? \$ _____

Insurance

Agency & contact _____

List insurance coverages currently in effect

COVERAGE	LIMITS IN THOUSANDS		NAME OF CARRIER	EXPIRATION DATE
	SINGLE	AGGREGATE		
General Liability				
Auto Liability				
Umbrella				
Workers Comp				

References

List four of your major suppliers

	NAME	ADDRESS	CONTACT	PHONE

List four subcontractors (or General/Primes if you are a subcontractor) that you do business with

1.	Name		Phone	
	Address		Contact	
2.	Name		Phone	
	Address		Contact	
3.	Name		Phone	
	Address		Contact	
4.	Name		Phone	
	Address		Contact	

References (Continued)

List three architects/engineers you have done business with

1. Name _____ Phone _____
 Address _____ Contact _____
 Job(s) _____

2. Name _____ Phone _____
 Address _____ Contact _____
 Job(s) _____

3. Name _____ Phone _____
 Address _____ Contact _____
 Job(s) _____

Job Experience

Largest single job completed \$ _____ Year _____

Largest potential backlog (cost to complete) of work on hand at one time \$ _____ Year _____

Largest single job bid \$ _____ Year _____

List five of your largest contracts

1. Job description _____
 Location _____ Completion date _____ Bonded? Yes No
 Final contract price \$ _____ Final gross profit? \$ _____
 Owner _____ Contact _____ Phone _____

2. Job description _____
 Location _____ Completion date _____ Bonded? Yes No
 Final contract price \$ _____ Final gross profit? \$ _____
 Owner _____ Contact _____ Phone _____

3. Job description _____
 Location _____ Completion date _____ Bonded? Yes No
 Final contract price \$ _____ Final gross profit? \$ _____
 Owner _____ Contact _____ Phone _____

4. Job description _____
 Location _____ Completion date _____ Bonded? Yes No
 Final contract price \$ _____ Final gross profit? \$ _____
 Owner _____ Contact _____ Phone _____

Job Experience (Continued)

5. Job description _____

Location _____ Completion date _____ Bonded? Yes No

Final contract price \$ _____ Final gross profit? \$ _____

Owner _____ Contact _____ Phone _____

Name of company attorney _____

Address _____

Certification

I certify that all information is complete and correct, and is given to induce the designated surety company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I authorize the designated surety company to obtain credit information, and to make such other investigations as it deems necessary to underwrite this application.

Contractor company name _____

By _____ Title _____

Date _____