

Cavignac & Associates

I N S U R A N C E B R O K E R S

License No. OA99520

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Surety Bond Program General Information Requirements

I. Management Information

- A. Completed [Contractor's Bond Questionnaire](#)
- B. Resumes for principal(s) and key personnel (uniform format)
- C. Literature related to operations (i.e. business plan, brochures, articles, reference letters, etc.)
- D. Business plan
- E. Organizational chart
- F. Continuity plan (i.e., life insurance, buy-sell agreement, etc.)

II. Financial Information

- A. **Business**
 - 1. Last three (3) fiscal year end CPA-reviewed financial statements
 - 2. Current interim financial statement with supporting schedules (include jobs in-progress, jobs completed, accounts receivable and accounts payable)
- B. **Principal Owner(s)**
 - 1. Current [Personal Financial Statement](#)
- C. Copy of renewed bank line of credit

III. Bond Requests

- A. Completed [Bid Bond Request Form](#) or [Final Bond Request Form](#)

6/30/01