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 __________________________________________________________________________________________
Address _____________________________________________________________________________________________
City __________________________ County __________________________ State __________ Zip __________
Phone __________________________ Fax __________________________ E-mail __________________________
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

<table>
<thead>
<tr>
<th>NAME</th>
<th>OWNERSHIP</th>
<th>TYPE OF BUSINESS</th>
<th>CROSS-INDEMNITY?</th>
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</table>
Contractor’s Bond Questionnaire

**ORGANIZATION – OWNERS AND KEY EMPLOYEES**

List the officers, partners or proprietors of your firm

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ownership %</th>
<th>SS#</th>
<th>D.O.B.</th>
<th>Spouse's Name</th>
<th>SS#</th>
<th>Res. phone #</th>
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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

<table>
<thead>
<tr>
<th>Name</th>
<th>Beneficiary</th>
<th>Amount</th>
<th>Cash Value</th>
<th>Insurance Company</th>
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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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>YEAR HIRED</th>
<th>PRESENT POSITION</th>
<th>DOB</th>
<th># YEARS EXPERIENCE</th>
<th>SUMMARIZE EDUCATION, WORK EXPERIENCE, PRIOR EMPLOYERS, ETC.</th>
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</table>

- [ ] Resumes of key personnel attached
Contractor’s Bond Questionnaire

**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? [ ]

How often updated? [ ]

How often reviewed [ ]

Do they show job budget vs. actual costs and/or quantities? [ ]

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 [ ]

N/A [ ]

Has collateral been released? [ ]

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 $ ________________________________
Contractor’s Bond Questionnaire

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

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>LIMITS IN THOUSANDS</th>
<th>NAME OF CARRIER</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SINGLE</td>
<td>AGGREGATE</td>
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<td>General Liability</td>
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<td>Auto Liability</td>
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<td>Umbrella</td>
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<tr>
<td>Workers Comp</td>
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</tbody>
</table>

REFERENCES

List four of your major suppliers

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
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</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Contact</th>
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</table>
### Contractor’s Bond Questionnaire

**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?  
   Final contract price  
   Final gross profit?  
   Owner  
   Contact  
   Phone  

2. **Job description**  
   Location  
   Completion date  
   Bonded?  
   Final contract price  
   Final gross profit?  
   Owner  
   Contact  
   Phone  

3. **Job description**  
   Location  
   Completion date  
   Bonded?  
   Final contract price  
   Final gross profit?  
   Owner  
   Contact  
   Phone  

4. **Job description**  
   Location  
   Completion date  
   Bonded?  
   Final contract price  
   Final gross profit?  
   Owner  
   Contact  
   Phone  

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## Contractor’s Bond Questionnaire

### JOB EXPERIENCE (CONTINUED)

5. **Job description**

<table>
<thead>
<tr>
<th>Location</th>
<th>Completion date</th>
<th>Bonded?</th>
<th>Yes</th>
<th>No</th>
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</table>

<table>
<thead>
<tr>
<th>Final contract price</th>
<th>Final gross profit?</th>
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<table>
<thead>
<tr>
<th>Owner</th>
<th>Contact</th>
<th>Phone</th>
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Name of company attorney

Address

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### 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  [Name]

Title

Date