

# Cavnac & Associates

I N S U R A N C E   B R O K E R S

License No. OA99520

450 B Street, Suite 1800   San Diego, CA 92101-8005

**Phone** 619-234-6848 <> **Surety Fax** 619-234-8601 <> **Web Site** [www.cavnac.com](http://www.cavnac.com)

## Subdivision Bond Submission General Information Requirements

- I.    Developers General Information
  - A.    Complete Developers Bond Questionnaire (complete following form)
  - B.    Financial Statements for Principal Entity as well as related entities.
  - C.    Financial statements of all stockholders, partners, owners, etc.
  - D.    Partnership agreement (if applicable).
  - E.    Current Work-On-Hand schedule (complete following form)
  
- II.   Project Outline
  - A.    Completed Subdivision Questionnaire (complete following form)
  - B.    Engineer Estimates of costs to complete bonded improvements.
  - C.    Copy of contract(s) between developer and contractor(s) performing actual bonded improvements.
  - D.    Vicinity map.
  - E.    Subdivision agreement
  - F.    Required bond forms
  - G.    Copy of Lender's "set-aside" letter form.

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## Developers Bond Questionnaire

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.

Developer (Principal) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Individual  Partnership  Corporation  Joint Venture

---

1. Principal's Name (Spouse) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
DOB \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_  
Total Years Experience \_\_\_\_\_ Experience/Firm \_\_\_\_\_

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2. Principal's Name (Spouse) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
DOB \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_  
Total Years Experience \_\_\_\_\_ Experience/Firm \_\_\_\_\_

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3. Principal's Name (Spouse) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
DOB \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_  
Total Years Experience \_\_\_\_\_ Experience/Firm \_\_\_\_\_

Has any principal ever defaulted on contract? Yes  No

If yes, explain: \_\_\_\_\_

Business Started \_\_\_\_\_ Date Incorporated \_\_\_\_\_

Any joint ventures in the past? Yes  No  Anticipated? Yes  No

Key Personnel (attach resume if available)

| Name | Position | Age | Experience |
|------|----------|-----|------------|
|      |          |     |            |
|      |          |     |            |
|      |          |     |            |

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## Developers Bond Questionnaire (continued)

### Largest Projects Completed During Past 6 Years

| Project Name & Location | # of Units | \$ Amount of Offsites | Date Completed |
|-------------------------|------------|-----------------------|----------------|
|                         |            |                       |                |
|                         |            |                       |                |
|                         |            |                       |                |
|                         |            |                       |                |
|                         |            |                       |                |

### Current Projects Underway

| Project Name & Location | # of Units | \$ Amount of Offsites | Est. Completion Date |
|-------------------------|------------|-----------------------|----------------------|
|                         |            |                       |                      |
|                         |            |                       |                      |
|                         |            |                       |                      |
|                         |            |                       |                      |
|                         |            |                       |                      |

### Credit References

| Lender | Location | Loan Officer | Phone # | Line of Credit or Max. Line Extended |
|--------|----------|--------------|---------|--------------------------------------|
|        |          |              |         | \$                                   |
|        |          |              |         |                                      |
|        |          |              |         |                                      |

| Subcontractor | Location | Contact | Phone # |
|---------------|----------|---------|---------|
|               |          |         |         |
|               |          |         |         |
|               |          |         |         |

| Other (Title Companies, major suppliers, etc.) | Location | Contact | Phone # |
|--|----------|---------|---------|
|  |          |         |         |
|  |          |         |         |
|  |          |         |         |

Have there been any suits or judgments in the last 2 years? Yes  No

If yes, explain \_\_\_\_\_

Previous Surety \_\_\_\_\_ Date last used \_\_\_\_\_

Has any surety ever declined to furnish you or your company a bond? Yes  No

If yes, explain \_\_\_\_\_

Is principal a subsidiary, parent or holding company of any other companies? Yes  No

If yes, explain \_\_\_\_\_

Has principal(s) ever failed to complete or had demand against its surety? Yes  No

If yes, explain \_\_\_\_\_

Has principal(s) or owner(s) ever experienced bankruptcy or receivership? Yes  No

If yes, explain \_\_\_\_\_

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## Subdivision 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.

**Developer (Principal)** \_\_\_\_\_  
**Subdivision Name** \_\_\_\_\_ **Location** \_\_\_\_\_  
**Tract Number** \_\_\_\_\_ **Number of Units** \_\_\_\_\_  
**Selling Price of Units:** From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ **Product Type** \_\_\_\_\_  
**Anticipated Start Date** \_\_\_\_\_ **Completion Date** \_\_\_\_\_

| Improvements         | Cost | Name of Contractor | Bonded?<br>Y/N |
|----------------------|------|--------------------|----------------|
| Engineering          | \$   |                    |                |
| Grading              |      |                    |                |
| Streets, curbs, etc. |      |                    |                |
| Water                |      |                    |                |
| Sewer                |      |                    |                |
| Utilities            |      |                    |                |
| Other (specify)      |      |                    |                |

**Obligee (Municipality Requiring Bonds)** \_\_\_\_\_  
**Address** \_\_\_\_\_

| Type of Bond(s) Needed | Performance | Labor & Materials |
|------------------------|-------------|-------------------|
| Grading Improvements   | \$          | \$                |
| Street Improvements    |             |                   |
| Water Improvements     |             |                   |
| Sewer Improvements     |             |                   |
| Storm Drain            |             |                   |
| Monument               |             |                   |
| Maintenance Guarantee  |             |                   |
| Property Tax           |             |                   |
| Other (specify)        |             |                   |

**Lender** \_\_\_\_\_ **Loan Officer** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Type of Disbursement**      Cashier's Check     Voucher     Staged     Reimbursement

**Total Construction Loan** \$ \_\_\_\_\_ **Total Set Aside for Improvements** \$ \_\_\_\_\_  
**Is a set-aside letter available?**      Yes       No  (Attach copy of lender's form)

Attach the following information if available:

- Engineers Estimate of Cost to Complete Offsite Improvements
- Required Bond Forms
- Joint Venture and/or Partnership Agreements (if applicable)
- Vicinity Map
- Subdivision Agreement



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## Work-on-Hand

Name of Contractor \_\_\_\_\_ Work-on-Hand as of \_\_\_\_\_

| Uncompleted Contracts<br>Contract Description and Location | A  | B  | C  | D                | E                              | F                            |
|--|--|--|--|------------------|--------------------------------|------------------------------|
|  | Contract Price<br>Including<br>Approved Change<br>Orders | Original<br>Estimated Profit<br>at Time of Bid | Billed to Date<br>Including<br>Retainage (1) | Costs<br>to Date | Estimated Costs<br>to Complete | Estimated<br>Completion Date |
| 1.   |  |  |  |                  |                                |                              |
| 2.   |  |  |  |                  |                                |                              |
| 3.   |  |  |  |                  |                                |                              |
| 4.   |  |  |  |                  |                                |                              |
| 5.   |  |  |  |                  |                                |                              |
| 6.   |  |  |  |                  |                                |                              |
| 7.   |  |  |  |                  |                                |                              |
| 8.   |  |  |  |                  |                                |                              |
| 9.   |  |  |  |                  |                                |                              |
| 10.  |  |  |  |                  |                                |                              |
| 11.  |  |  |  |                  |                                |                              |
| 12.  |  |  |  |                  |                                |                              |

### Contracts Completed Since Last Fiscal Closing Statement

| Contract Description and Location | Final<br>Contract Price | Total<br>Cost | Gross Profit<br>or Loss |
|-----------------------------------|-------------------------|---------------|-------------------------|
| 1.                                |                         |               |                         |
| 2.                                |                         |               |                         |
| 3.                                |                         |               |                         |
| 4.                                |                         |               |                         |
| 5.                                |                         |               |                         |

1. Do not include "claims" or "disputed items." If desired, attach an explanation.
2. ALL PROJECTS SHOULD BE LISTED: Bonded, non-bonded, lump sum and cost plus.
3. COSTS should be entered consistent with financial statement (Profit & Loss Report) allocation, excluding general and administrative (specifically unallocated) overhead.