



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 _____ Web Site _____
 E-mail _____ State of Incorporation _____
 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?



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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 # _____
Residential Address _____		Res. phone # _____	

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



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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 Single Job \$ _____ Total work program \$ _____

Limits desired



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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
1.				
2.				
3.				
4.				

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	



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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 _____	Completion date _____	Bonded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Location _____				
	Final contract price \$ _____	Final gross profit? \$ _____			
	Owner _____	Contact _____		Phone _____	
2.	Job description _____	Completion date _____	Bonded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Location _____				
	Final contract price \$ _____	Final gross profit? \$ _____			
	Owner _____	Contact _____		Phone _____	
3.	Job description _____	Completion date _____	Bonded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Location _____				
	Final contract price \$ _____	Final gross profit? \$ _____			
	Owner _____	Contact _____		Phone _____	
4.	Job description _____	Completion date _____	Bonded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Location _____				
	Final contract price \$ _____	Final gross profit? \$ _____			
	Owner _____	Contact _____		Phone _____	



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JOB EXPERIENCE (CONTINUED)

5. Job description _____

Location	_____	Completion date	_____	Bonded?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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 _____