

# CAVIGNAC ASSOCIATES

INSURANCE BROKERS

License No. 0A99520

450 B Street, Suite 1800 San Diego, CA 92101-8005  
Tel. 619.234.6848 • Fax 619.234.8601 • Web www.cavignac.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** 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

### A. PRINCIPAL INFORMATION

1. Principal's Name (Spouse) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_  
Total Years Experience \_\_\_\_\_ Experience/Firm \_\_\_\_\_

2. Principal's Name (Spouse) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_ % Ownership \_\_\_\_\_  
Total Years Experience \_\_\_\_\_ Experience/Firm \_\_\_\_\_

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

### B. KEY PERSONNEL

Name	Position	Age	Experience

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## Developers Bond Questionnaire

### C. LARGEST PROJECTS COMPLETED DURING PAST SIX (6) YEARS

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

### D. CURRENT PROJECTS UNDERWAY

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

### E. 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 #

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

• If yes, explain \_\_\_\_\_

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

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

• If yes, explain \_\_\_\_\_

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

• If yes, explain \_\_\_\_\_

### E. CREDIT REFERENCES

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

• If yes, explain \_\_\_\_\_

5. 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.

### A. DEVELOPER INFORMATION

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? 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)		

### B. LENDER INFORMATION

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  
 Joint Venture and/or Partnership Agreements (if applicable)  
 Subdivision Agreement

Required Bond Forms  
 Vicinity Map  
\_\_\_\_\_

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## Work-on-Hand

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

Uncompleted Contracts Contract Description and Location	A	B	C	D	E	F
	Contract Price Including Approved Change Orders	Original Estimated Profit at Time of Bid	Billed to Date Including Retainage (1)	Costs to Date	Estimated Costs to Complete	Estimated 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 Contract Price	Total Cost	Gross Profit or Loss
1.			
2.			
3.			
4.			
5.			
6.			

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.