

BONDING CHECKLIST

1. Past three (3) fiscal year-end financial statements-
 - Should be prepared by a CPA on a Review or better basis; using the Percentage of Completion method of income recognition, and include all appropriate notes, schedules, etc.
 - If latest statement is more than six (6) months old, please send a current interim Statement, CPA statement of at least compilation quality preferred. In-house Statement may be acceptable.
 2. Concurrently dated personal financial statement(s) on the principal owner(s) of the business.
 3. Contractor's Questionnaire (form attached)
 4. Bank Reference Letter-
 - Should be dated after last fiscal year end date
 - Should specify dollar amount of line and how line is secured
 - Should indicate current amount of line in use
 - In lieu of letter, use Bank Reference Form attached
 5. Current Aged Accounts Receivable Report.
 6. Brief resumes' of Key personnel, to include superintendents and foremen
 7. Miscellaneous items, if not included in #3 above:
 - Names and addresses of suppliers/creditors
 - Names and addresses of references for previously completed jobs
 - Property and Casualty Insurance information – Certificates of Insurance
 - Letters of Recommendation on completed projects
 8. Work in Progress Schedule (form attached)
 9. List of Officers – Full name (including middle initial), address and social security number on L. L.C. provide Articles of Organization, Operation Agreement, and names of Members
 10. Short History of each company
 11. Tax I.D. Number for each company
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CONTRACTOR QUESTIONNAIRE

1. Name of Firm: _____

2. Address: _____

3. Fiscal Year End _____

4. Phone _____ 5. Contracting Specialty _____

6. Contact Person: _____ 7. Title _____

8. Year Business Started: _____ 9. Type of Business: Corp. Part. Prop. Sub. S. Corp

10. State of Incorporation: _____ 11. Area of Operation: _____

12. List the corporate officers, partners or proprietors of your firm:

	Name	Yr of Birth	Position	Percent Owned	Name of Spouse
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

13. Will the above individuals and spouses personally indemnify Surety? Yes No

If no explain: _____

14. Is there a buy/sell agreement among the owners of the business? Yes No

15. Is this agreement funded by life insurance? Yes No 16. Corp. Indemnity? Yes No

17. Cross/Corp. Indemnity? Yes No

18. How many people does your firm employ? _____ 19. How many work crews? _____

20. Has your firm or any of its principals ever petitioned for bankruptcy, failed in business or defaulted so as to cause a loss to a Surety? Yes No

If yes, please explain: _____

21. Is your firm or any of its owners currently involved in any litigation? Yes No

If yes, please explain: _____

22. What percentage of the firm's work is normally for:

Government Agencies _____ % Private Owners _____ %

23. What percentage of the firm's work is normally subcontracted: _____ %

24. Are bonds required of subs? Yes No

25. What trade do you normal subcontract? _____

26. What is the largest amount of incompleted work on hand at one time in the past?

Amount:\$ _____ Year: _____

27. What is the largest job you expect to do during the next year? \$ _____

28. What is the largest incompleted work program expected during the year? \$ _____

30. What trades do you normally undertake with you're your own forces? _____

31. SIC CODE: _____

32. Do you lease equipment? Yes No 33. Type of lease? _____

34. What are the terms of the lease? _____

35. Name of your CPA: _____

Address: _____

Phone: _____ Contact person: _____

36. On what basis are taxes paid? ___ Cash ___ Completed Job ___ Accrual ___ % of Completion

37. On what basis are financial statements prepared? Cash Completed Job Accrual % Completed

38. On what level of assurance are financial statements prepared? CPA Audit Review Compilation

39. How often are financial statements prepared? Annually Semi-annually Quarterly Monthly

40. Do you have a full time accountant on staff? Yes No 41. Yrs. Experience: _____

42. Are job cost records kept? Yes No

43. How often reviewed? _____ 44. How often updated? _____

45. Do they show job detail? Yes No 46. Frequency? _____

47. Name of your Bank: _____

Address: _____

Phone: _____

48. Amount of line of credit \$ _____ 49. Expiration date _____ 50. What is interest rate? _____

51. UCC Filing? Yes No 52. How is credit secured? _____

53. Is your firm union? Yes No 54. What is firm's Dun & Bradstreet Number? _____

55. D&B Rating _____ 56. Pay Record _____ 57. Date of Rating _____

58. Previous Bonding Companies:

	Name	Reason for Leaving
A.	_____	_____
B.	_____	_____
C.	_____	_____

59. List five of your largest contracts:

	Job Name	Contract Price	Gross Profit	Completion Date	Bonded
A.	_____	_____ \$	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner: _____		Design Professional: _____		
B.	_____	_____ \$	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner: _____		Design Professional: _____		
C.	_____	_____ \$	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner: _____		Design Professional: _____		
D.	_____	_____ \$	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner: _____		Design Professional: _____		
E.	_____	_____ \$	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner: _____		Design Professional: _____		

60. List five of your major suppliers:

	Name	Address	Telephone	Contact
A	_____	_____	_____	_____
B	_____	_____	_____	_____
C	_____	_____	_____	_____
D	_____	_____	_____	_____
E	_____	_____	_____	_____

61. List five subcontractors (or contractors if you are a subcontractor) that you do business with:

A. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

B. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

C. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

D. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

E. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

62. List three Architects you have done business with:

A. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

B. Name: _____

Address: _____ Telephone: _____

Contact: _____ Job: _____

C. Name: _____

Address: _____ Telephone: _____

Contact: _____ Job: _____

63. List key personnel, foreman or supervisors:

	<u>Name</u>	<u>Yr of Birth</u>	<u>Position</u>	<u>Yrs Exper.</u>	<u>Previous Employer</u>
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

64. List any life insurance in effect on key personnel:

	<u>Name</u>	<u>Beneficiary</u>	<u>Amount</u>	<u>Cash Value</u>
A.	_____	_____	\$ _____	\$ _____
Insurance Company: _____				
B.	_____	_____	\$ _____	\$ _____
Insurance Company: _____				
C.	_____	_____	\$ _____	\$ _____
Insurance Company: _____				

65. List other insurance coverage currently in effect:

	<u>Limits in '000's</u>		<u>Carrier</u>	<u>Expiration Date</u>
	<u>BI</u>	<u>PD</u>		
A, General Liability:	\$ _____	\$ _____	_____	_____
B, Auto Liability:	\$ _____	\$ _____	_____	_____
C, Umbrella	\$ _____	\$ _____	_____	_____
D, Owner's Protection	\$ _____	\$ _____	_____	_____

66. List any subsidiaries and affiliates of the contraction firm:

	Firm Name	Ownership	Type Business	NANDA Code
A	_____	_____	_____	_____
B	_____	_____	_____	_____
C	_____	_____	_____	_____
D	_____	_____	_____	_____
E	_____	_____	_____	_____

Remarks: _____

Completed by: _____

Title: _____

Date: _____