

QUESTIONNAIRE FOR CONTRACT BONDING
 INSTRUCTIONS: This form must be completed by first time applicants
 and those applicants who have not completed this form within one year.

1. Company _____

The company name is the entity for which bonding is requested and must be its legal name.

2. Company Address _____

City _____ State _____ Zip _____

Co. Phone No.(____) _____ Co. Fax No. (____) _____ E-Mail _____

3. How Long in business? _____ If incorporated, incorporation date ____/____/____ State _____

4. Subsidiaries or Affiliates: _____

5. List all owners, officers and/or partners of the company:

Name _____ Name _____

Title _____ %Ownership _____ Title _____ %Ownership _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Home Phone # _____ Home Phone # _____

SS# _____ SS# _____

Spouse Name _____ Spouse Name _____

SS# _____ SS# _____

6. Key Employees (i.e. Estimators, Project Managers, etc.)

7. List the three largest contracts completed in the last five years:

Owner	Kind of work and location	Contact person/ Phone Number & Fax Number	Approximate Contract Price	Year Completed	Final Gross Profit
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. a. List the two largest jobs you presently have underway, giving the following information:

Owner	Kind of work and location	Contact person/ Phone Number & Fax Number	Contract Price	Percent Completed	Date to be Completed
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

b. Total Uncompleted Work On Hand \$ _____

c. Do you have any receivables, as of this date, over 60 days? Yes _____ No _____. If yes, give details.

9. List the major suppliers and subcontractors with whom you have done business within the last 12 months:

Name of Account Payable	Amount Owed	% Over 60 Days	Contact Person Phone Number & Fax Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. List names, phone numbers and fax numbers of architects and engineers familiar with your work (If a subcontractor, list general contractors):

11. Attorney's name _____ Phone (____) _____ Fax (____) _____
 Accountant's name _____ CPA? _____ Phone (____) _____ Fax (____) _____
 Fiscal Year End _____ Basis of financial statements: Cash Completed Job Accrual % of completion

12. Liability Insurance Company _____ Agent's Name _____
 Expiration Date _____ Agent's Phone (____) _____ Agent's Fax(____) _____

13. Operations

- a. Type of work you perform: _____
- b. Trades performed in house: _____
- c. Trades subcontracted: _____
- d. What percentage of an average job is Labor? _____ Material? _____ Subcontracted? _____
- e. Do you have adequate equipment? Yes _____ No _____ Owned _____ Leased _____
- f. Territory (present and planned) _____
- g. Largest work on hand in the past \$ _____ Year _____ No. Jobs _____
- h. Average job size \$ _____ Average total work in hand \$ _____
- i. Bonding capacity desired: single job size \$ _____ Total work on hand \$ _____

14. Disputes, Financial Difficulties, Problems, Etc.

- | | Company | Any officer, owner or partner |
|--|----------------|-------------------------------|
| a. Failed in business or declared bankruptcy? | Yes ___ No ___ | Yes ___ No ___ |
| b. Failed to complete a job or been assessed with delay damages? ... | Yes ___ No ___ | Yes ___ No ___ |
| c. Been in claim with a Surety? | Yes ___ No ___ | Yes ___ No ___ |
| d. Been involved in any lawsuits in the last 5 years? | Yes ___ No ___ | Yes ___ No ___ |
| e. Been involved in any disputes in the last 5 years? | Yes ___ No ___ | Yes ___ No ___ |
| f. Been delinquent in payment of any taxes? | Yes ___ No ___ | Yes ___ No ___ |
| g. Do you have any corporate or personal assets held in trust or escrow accounts? | Yes ___ No ___ | Yes ___ No ___ |
| h. Are any business or personal assets restricted or pledged for any purpose (i.e. collateral for a loan, etc.)? | Yes ___ No ___ | Yes ___ No ___ |
| i. Bonded or declined bonding in last three years? | Yes ___ No ___ | Yes ___ No ___ |

Explain all "yes" answers fully below or attach explanation

15. There have ___ or have not ___ been **IMPORTANT CHANGES** since the date of the last financial statement.* If there have been **IMPORTANT CHANGES**, a copy of the last financial statement with notes explaining the **IMPORTANT CHANGES** must be attached, and the notes must be signed by an owner or officer of the company.

***IMPORTANT CHANGES** that must be reported are changes exceeding 25% in the following categories: net worth, cash, accounts receivable, inventory, accounts payable, notes payable and taxes due.

The following statement must be signed by an owner or officer of the company for which bonding is being requested.

I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I authorize you to investigate the credit, character, capacity and capital of the company and its employees and owners for bonding purposes.

Date _____ Signature and Title _____