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# CONTRACTOR P&P BOND PROGRAM



*The following information will allow us to review your account.*

- **Corporate Financial Statements**- 3 years of CPA prepared Corporate financial statements
- **Contractors Questionnaire**- Represents an outline of the contractor's operation.
- **Job & Trade Supplier List**- Presents information regarding the contractor's experience.
- **Work In Progress**- Provides the status of projects current & recently completed contracts.
- **Personal Financial Statement**- All Owners must provide a current personal statement
- **Bank Reference Letter**- A letter from the contractor's bank detailing the relationship
- **Resumes**- Required for all owners and "Key" personnel.

*Upon the completion of a favorable underwriting review the execution of the General Indemnity Agreement will be required. This legal document provides the surety with guarantees from all owners & spouses, as well as affiliated and subsidiary businesses.*

**1-800-98-BONDS**

**WWW.SURETYAGENCY.COM**

# SURETY QUESTIONNAIRE

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
CONTACT NAME:	PHONE #:	FAX #:
Corporate Email address:		
BUSINESS TYPE:	Area of Operation:	
TAX ID #:	State of Incorporation:	Year business started:
<input type="checkbox"/> FIRST BOND <input type="checkbox"/> BONDED IN PAST - SURETY NAME?		

## BUSINESS OWNERSHIP INFORMATION

LIST NAMES OF OWNERS	% OWN	TITLE	Social Security #	BIRTH DATE	SPOUSE NAME	Social Security #
	%		- -	/ /		- -
	%		- -	/ /		- -
	%		- -	/ /		- -
	%		- -	/ /		- -

## GENERAL BACKGROUND

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	DO YOU BOND ALL SUBCONTRACTORS?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	IS THIS BUSINESS CURRENTLY INVOLVED IN ANY LITIGATION? *
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	ARE ANY OF THE OWNERS INVOLVED IN ANY LITIGATION? *
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	HAS THIS BUSINESS EVER FILED FOR BANKRUPTCY? *
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	HAVE ANY OF THE OWNERS EVER FILED FOR BANKRUPTCY? *
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	IS THERE A "BUY AND SELL" AGREEMENT BETWEEN THE OWNERS?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	IS THE "BUY AND SELL" AGREEMENT FUNDED BY LIFE INSURANCE?
	[    %]			PERCENTAGE OF YOUR WORK DONE FOR PUBLIC WORK OWNERS?
	[    %]			PERCENTAGE OF YOUR WORK DONE AS A SUBCONTRACTOR TO OTHERS?
	[    %]			PERCENTAGE OF YOUR OWN WORK SUBCONTRACTED OUT TO OTHERS?

\*ATTACH COMPLETE EXPLANATION

## RELATED BUSINESS ENTITIES

NAME OF ANY BUSINESS IN WHICH THIS BUSINESS - / OR ITS OWNERS HAVE AN INTEREST				
BUSINESS NAME	Address	City	State	Zip

*The Undersigned owner understands that the Surety will rely on the information contained in this APPLICATION QUESTIONNAIRE which consists of this page and pages 2 through 6. Your signature authorizes Thompson Surety Agency to: audit the application information, and obtain Credit Reports and determine our Surety bond credit ability. Any person who knowingly files an application for insurance or statement of claim containing any materially false information commits a fraudulent act, which is a crime, and may also be subject to a civil penalty, punishable under laws governing fraudulent insurance acts*

SIGNED THIS \_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_

Owner's Signature: \_\_\_\_\_



# TRADE REFERENCES

SUPPLIER NAME	CONTACT	LARGEST ORDER	PHONE#	FAX#
		\$		
		\$		
		\$		
		\$		

## LARGEST COMPLETED PROJECT REFERENCES

PROJECT NAME	PRICE	FINISHED	CONTACT	PHONE#	FAX #
	\$	/ /			
	\$	/ /			
	\$	/ /			
	\$	/ /			
	\$	/ /			

**The Process:**

*Since most companies that issue surety bonds work through agents and brokers your first step is to discuss your plans with one of these representatives. . Before issuing a bond, the surety wants to be satisfied that your company is a well-managed, profitable enterprise which keeps promises, deals fairly, and performs obligations in a timely manner*

1. The surety agent will guide you through the bonding process.
- 2.. Contractors must qualify for surety bonds.
3. You may find that it's necessary to spend a lot of time and efforts establishing a good relationship with a surety company. Since the surety is guaranteeing your performance they carefully analyze your firm.
4. Your surety agent will need the following information in order to prepare your submission to the surety:
  - \* an organizational chart that shows your key employees;
  - \* detailed resumes of yourself and your key people;
  - \* a business plan outlining type of work, growth, and profit objectives;
  - \* a list of your largest completed jobs and the gross profit earned;
  - \* subcontractor and supplier references;
  - \* evidence of a line of credit at your bank; and
  - \* letters of recommendation from owners, architects, and engineers.
5. Fiscal year-end statements are vital and should include:
  - \* the accountant's opinion page;
  - \* the balance sheet which shows your assets, liabilities and net worth;
  - \* an income statement which measures how well the business performed;
  - \* a statement of cash flow which discloses the cash flow movements
  - \* Schedule of contracts in progress and contracts completed; and
  - \* a schedule of general expenses to show overhead expenses



# BANK REFERENCE FORM

BUSINESS ACCOUNT NAME:	TODAY'S DATE:    /    /
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BANK NAME:			
ADDRESS:	CITY:	STATE:	ZIP #:
CONTACT:	TITLE:	PHONE:	FAX #:

**NOTE!    THE FOLLOWING IS TO BE COMPLETED BY YOUR BANK**

## ACCOUNT BALANCES

DATE OPENED	CURRENT BALANCE	Average YEAR TO DATE	Average LAST YEAR
/    /	\$	\$	\$

## GENERAL REFERENCE INFORMATION

THIS BUSINESS ACCOUNT ...

<input type="checkbox"/> YES	<input type="checkbox"/> NO	IS WELL KNOWN TO THIS BANK
<input type="checkbox"/> YES	<input type="checkbox"/> NO	IS HIGHLY REGARDED BY THIS BANK
<input type="checkbox"/> YES	<input type="checkbox"/> NO	OWNER(S) IS PERSONALLY KNOWN BY THIS BANK
<input type="checkbox"/> YES	<input type="checkbox"/> NO	ARE A CO-ENDORSER FOR OTHERS *
<input type="checkbox"/> YES	<input type="checkbox"/> NO	ARE CURRENTLY INVOLVED IN LITIGATION OR LIENS

## ACCOUNT LENDING HISTORY

INDICATE:

THIS IS A NONE BORROWING ACCOUNT

A LINE OF CREDIT HAS BEEN GRANTED AS FOLLOWS:

TOTAL LINE	DATE EXTENDED	AMOUNT UNUSED	Expiration Date
\$	/    /	\$	/    /

YES     NO    UNSECURED

YES     NO    SECURED    *STATE HOW SECURED:*

YES     NO    ALL PAYMENTS ARE UP-TO-DATE    *IF "NO", EXPLAIN:* \_\_\_\_\_

WE HAVE EXTENDED REAL ESTATE LOAN(S) AS FOLLOWS:

WE HAVE EXTENDED EQUIPMENT LOAN(S) AS FOLLOWS:

LOAN AMOUNT	EQUIPMENT / REAL ESTATE	REPAYMENTS MADE	EXPIRE DATE
\$		\$	/    /
\$		\$	/    /
\$		\$	/    /

YES     NO    ALL PAYMENTS ARE UP-TO-DATE

*IF "NO", EXPLAIN:* \_\_\_\_\_

*SIGNATURE of BANK OFFICER:* \_\_\_\_\_ *TITLE* \_\_\_\_\_ *DATE* \_\_/\_\_/



# PERSONAL FINANCIAL STATEMENT

as of    /    /

NAME:	SPOUSE'S NAME		
ADDRESS:	CITY:	STATE:	ZIP #:
HOME PHONE #:	E-MAIL #:		

ASSETS	DOLLARS ONLY	LIABILITIES	DOLLARS ONLY
Cash in Banks or on hand		Note Payable to Banks - Secured	
U.S. Government Securities		Note Payable to Banks - Unsecured	
Marketable Securities		Due on Margin Account(s)	
Restricted or Controlled Stock		Due Stock Broker(s)	
Non Marketable Stock - <i>Schedule A</i>		Amounts Payable - Secured	
Cash Value Life Policies		Life Policies -Cash Borrowed	
Retirement Funds - IRA - 401K		Retirement Funds Borrowed	
Real Estate Holdings - <i>Schedule B</i>		Mortgages Payable - <i>Schedule B</i>	
Loans Receivable		Credit Cards and other Payable	
Personal Property - Autos - etc.		Other Payable	
Other Assets		TOTAL LIABILITIES	
		NET WORTH (Assets-Liabilities)	
TOTAL ASSETS		TOTAL LIABILITIES + NET WORTH	

INCOME SOURCES -	JOINT	PERSONAL PROFILE	
Salary + Bonuses + Commissions		Are you a Partner in other entities	<input type="checkbox"/> Y <input type="checkbox"/> N
Dividends + Interest Income		Are any assets pledged	<input type="checkbox"/> Y <input type="checkbox"/> N
Real Estate Income		Are you a U. S. Citizen(s)	<input type="checkbox"/> Y <input type="checkbox"/> N
Other Income		Are your Federal Taxes settled	<input type="checkbox"/> Y <input type="checkbox"/> N
TOTAL INCOME		Have you ever declared Bankruptcy	<input type="checkbox"/> Y <input type="checkbox"/> N

SCHEDULE - A: NON MARKETABLE SECURITIES					
Description	Owned By	Cost	Dollar Value	Value Source	# Shares

SCHEDULE - B: REAL ESTATE HOLDINGS					
Address Of Property	Cost	Owned By	Current Market Value	Mortgage Balance	Balance Due Date
					/ /
					/ /
					/ /

*The Undersigned owner understands that the Surety will rely on this information when deciding to extend and/or continue surety credit and accordingly represent that this information is complete and correct as stated. You are authorized to: audit this information, and obtain Credit Reports, to determine our Surety bond credit ability*

Signed this \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_. Signature: \_\_\_\_\_





# Surety Bond Order Form

Date: \_\_\_\_\_ Bond Type \_\_\_\_\_ Final Bond \_\_\_\_\_ Bid Bond \_\_\_\_\_

<b>PRINCIPAL(Contractor):</b>	
<i>Address:</i>	
<b>Phone #:</b>	
<b>OBLIGEE(Owner):</b>	
<i>Address:</i>	
<b>PROJECT NO:</b>	<b>CONTRACT NO.:</b>
<i>Job description:</i>	

## Contract Information

<i>Bid Date:</i>	<i>Bid Bond %:</i>
<i>Contract Price:(approx.)</i>	<i>Start Date:</i>
<i>Performance %:</i>	<i>Payment %:</i>
<i>Completion Time:</i>	<i>Penalties:</i>
<i>Maintenance Period:</i>	<i>Retainage:</i>
<i>Required Bond Form:</i>	

## BID RESULTS

<b>Low Bidder:</b>	<b>Amount:</b>
<b>2nd Bidder:</b>	<b>Amount:</b>
<b>3rd Bidder:</b>	<b>Amount:</b>

## DELIVERY MODE

Date needed by: \_\_\_/\_\_\_/\_\_\_

Pick up at office\_\_\_\_, FedEx\_\_\_\_, UPS\_\_\_\_, Acct. #\_\_\_\_\_

## APPROVAL

<b>APPROVED BY:</b>	<b>DATE:</b>
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Surety: \_\_\_\_\_

Attn.: \_\_\_\_\_