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CONTRACTOR'S BOND QUESTIONNAIRE

Background:

Name of firm: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ State of Incorporation: _____
 Email: _____ Website: _____
 Type of Business: Proprietorship Partnership LLC S-Corp C-Corp
 Federal Employer ID Number _____ Fiscal Year End: _____
 Year Company 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? _____ %

List any subsidiaries and / or affiliates of the contracting firm:

Name:	Ownership:	Type of Business	Indemnify?
1.			
2.			
3.			

Organization - Owners and Key Employees

List the officers, partners or proprietors of your firm:

Name _____ Position _____ Ownership _____ %
 SS#: _____ DOB: _____ Spouse Name: _____ SS# _____
 Residential Address: _____ Res. Phone No. _____

Name _____ Position _____ Ownership _____ %
 SS#: _____ DOB: _____ Spouse Name: _____ SS# _____
 Residential Address: _____ Res. Phone No. _____

Name _____ Position _____ Ownership _____ %
 SS#: _____ DOB: _____ Spouse Name: _____ SS# _____
 Residential Address: _____ Res. Phone No. _____

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

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

If yes, explain: _____

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

List the key personnel of your firm, which 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 of Experience	Summarize: Education, work experience Prior Employers, etc.

Bonding

Name of present surety: _____

Name of present agency: _____

Phone: _____ Contact Person: _____

How long were you with present surety? _____ Reason for changing: _____

Banking

Bank Name: _____ Contact Person _____

Address: _____ Phone # _____

Line of Credit Amount \$ _____ Expiration Date: _____ How is it secured? : _____

Amount of bank line currently in use? \$ _____

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 fin. statements prepared & how often (Annual, Semi-Annual, Quarterly, Monthly)

CPA Audit _____ CPA Review _____ CPA Compilation _____ Internal _____

Job Experience

Largest single job completed: \$ _____ Year: _____

Largest 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: _____

Location: _____ Completion: _____ Bonded: Yes No

Final contract price: \$ _____ Final gross profit?: _____

Owner: _____ Contact: _____ Phone: _____

2. Job description: _____

Location: _____ Completion: _____ Bonded: Yes No

Final contract price: \$ _____ Final gross profit?: _____

Owner: _____ Contact: _____ Phone: _____

3. Job description: _____

Location: _____ Completion: _____ Bonded: Yes No

Final contract price: \$ _____ Final gross profit?: _____

Owner: _____ Contact: _____ Phone: _____

4. Job description: _____

Location: _____ Completion: _____ Bonded: Yes No

Final contract price: \$ _____ Final gross profit?: _____

Owner: _____ Contact: _____ Phone: _____

5. Job description: _____

Location: _____ Completion: _____ Bonded: Yes No

Final contract price: \$ _____ Final gross profit?: _____

Owner: _____ Contact: _____ Phone: _____

References

List three of your major suppliers:

	Name	Address	Contact	Phone
1.				
2.				
3.				

List three 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:

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):	

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 investigation as it deems necessary to underwrite this application.

Contractor Name: _____
 By: _____ Title: _____
 Date: _____