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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

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/GC: _____ Contact: _____ Phone: _____
2. Job description: _____
Location: _____ Completion: _____ Bonded: Yes ☐ No ☐
Final contract price: \$ _____ Final gross profit?: _____
Owner/GC: _____ Contact: _____ Phone: _____
3. Job description: _____
Location: _____ Completion: _____ Bonded: Yes ☐ No ☐
Final contract price: \$ _____ Final gross profit?: _____
Owner/GC: _____ Contact: _____ Phone: _____
4. Job description: _____
Location: _____ Completion: _____ Bonded: Yes ☐ No ☐
Final contract price: \$ _____ Final gross profit?: _____
Owner/GC: _____ Contact: _____ Phone: _____
5. Job description: _____
Location: _____ Completion: _____ Bonded: Yes ☐ No ☐
Final contract price: \$ _____ Final gross profit?: _____
Owner/GC: _____ 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: _____