

Information needed to set up bonding line of credit:

1. Complete Contractor's Questionnaire
2. Complete Work on Hand Questionnaire
3. Aging Schedule of Accounts Receivable & Payable
4. Corporate Financial Statements / past 3 years (CPA review quality or better)
5. Personal Financial Statement for all principals
6. Corporate Income Tax Returns / 3 years
7. Personal Income Tax Returns, all principals / 3 years
8. Bank Letter indicating line of credit if one is available. If no line of credit, letter should indicate current balance and bank history.
9. Social Security Numbers for principals & spouses.
10. Resume on Officer or Key Employees



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CONTRACTOR QUESTIONNAIRE

1. Name of Firm: _____
Corporate Tax ID Number: _____

2. Address: _____ 3. Fiscal Yr. End _____

(city) (state) (zip)

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:

	<u>Name</u>	<u>Social Security #</u>	<u>Yr. of Birth</u>	<u>Position</u>	<u>Percent Owned</u>	<u>Name of Spouse</u>
A.	_____	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____	_____

13. Will the above individuals and spouses personally indemnify Surety? Yes No.
If no, explain: _____

14. Is the Indemnity of the Corp. available? Yes No.

15. Is Cross/Corp. Indemnity of a related corporation available? Yes No.

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

17. Is this agreement funded by life insurance? 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 or officers 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.

B. _____ \$ _____ Yes No

Owner: _____ Design Professional: _____

Address: _____

C. _____ \$ _____ Yes No

Owner: _____ Design Professional: _____

Address: _____

D. _____ \$ _____ Yes No

Owner: _____ Design Professional: _____

Address: _____

E. _____ \$ _____ Yes No

Owner: _____ Design Professional: _____

Address: _____

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: _____

