

## APPLICATION PACKAGE FOR BID / PERFORMANCE / PAYMENT BONDS

Thank you for giving us the opportunity to work with you to establish a bonding relationship. Please provide the following information so we may give you the best service possible:

1. **CONTRACTOR PROFILE FORM.** (enclosed, 4 pages). Please complete all sections to the best of your ability.
2. **FINANCIAL STATEMENTS:**
  - a. FISCAL YEAR-END FINANCIAL STATEMENT ON YOUR COMPANY FOR THE PAST (3) THREE YEARS.
  - b. MOST RECENT INTERIM FINANCIAL STATEMENT ON YOUR COMPANY SINCE FISCAL YEAR-END.
  - c. LAST FISCAL YEAR-END FINANCIAL STATEMENT ON ANY OTHER BUSINESS IN WHICH ANY OWNER HAS 20% OR MORE OWNERSHIP.
  - d. CURRENT PERSONAL FINANCIAL STATEMENT FOR EACH OWNER. (enclosed, 2 pages). If you need more than one please make additional copies. If you have your own form feel free to use it.
3. **RESUME(S).** Resume or background information on owners and key personnel. Also helpful would be any marketing or background information on your company that you already have available.
4. **BANK AUTHORIZATION LETTER.** (form enclosed) Complete the top portion, give it to your bank and have them mail it to us.
5. **WORK IN PROGRESS SCHEDULE.** (form enclosed) This gives the surety a picture of your current workload. If you have your own form with similar information, feel free to use it.
6. **BOND REQUEST FORM.** (form enclosed) If you have a current bond need please use this form.
  - a. If this is a bid bond please make sure to enclose the bid bond form out of the spec book.
  - b. If this is a performance/payment bond please make sure to provide a copy of the contract.

Please do not hesitate to contact us if you have any questions on this information. Upon receipt of these items, we will immediately start the underwriting process with the surety companies.

***We look forward to working with you!***

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SECTION SEPARATOR

## CONTRACTOR PROFILE

### General Information

Company Name \_\_\_\_\_ Fed. Tax No. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

**Business Form**

- Corporation (State \_\_\_\_\_)     
  General Partnership     
  Limited Partnership  
 Joint Venture     
  L.L.C.     
  Proprietorship

When was this business started? \_\_\_\_\_ Incorporation Date: \_\_\_\_\_

Fiscal Year End? \_\_\_\_\_ Sub-chapter "S"? \_\_\_\_\_ Union or Non-Union \_\_\_\_\_

List all of the owners, stockholders or partners in the business:

Name	Title	Date of Birth	Social Sec. No.	% Owned	Name of Spouse	Spouse Social Sec. No.

Are any personal assets held in a trust?  
(If so, please provide a copy of trust)

### JOB INFORMATION

What type of business does this company engage in? (Attach brochure or Qualification Statement)

- Residential Bldgs.     
  Bridges     
  Sewers     
  Electrical  
 Commercial Bldgs.     
  Excavation     
  Plumbing     
  Other  
 Highways     
  Water Systems     
  HVAC

If other, explain: \_\_\_\_\_

Geographical areas of operation: \_\_\_\_\_

Indicate the percentage of your work done as a:    General Contractor \_\_\_\_\_ %    Subcontractor \_\_\_\_\_ %

Explain your policy concerning the bonding of subcontractors:

What major trades are used by your company? \_\_\_\_\_

What is the largest project anticipated in the next 12 months? \_\_\_\_\_

What amount of uncompleted work does your company desire at one time?    \$ \_\_\_\_\_

**Provide the requested information on the four largest jobs completed.**

Contract Amount \$ \_\_\_\_\_ Profit \$ \_\_\_\_\_ Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Description \_\_\_\_\_

Owner or GC \_\_\_\_\_ Contact \_\_\_\_\_

Comments \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_ Profit \$ \_\_\_\_\_ Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Description \_\_\_\_\_

Owner or GC \_\_\_\_\_ Contact \_\_\_\_\_

Comments \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_ Profit \$ \_\_\_\_\_ Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Description \_\_\_\_\_

Owner or GC \_\_\_\_\_ Contact \_\_\_\_\_

Comments \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_ Profit \$ \_\_\_\_\_ Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Description \_\_\_\_\_

Owner or GC \_\_\_\_\_ Contact \_\_\_\_\_

Comments \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**REFERENCE INFORMATION**

**Present and prior surety:**

Present Surety \_\_\_\_\_ Agent: \_\_\_\_\_

Prior Surety \_\_\_\_\_ Agent: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Primary Bank** \_\_\_\_\_ Loan Officer \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Line of Credit Established \$ \_\_\_\_\_ Credit Remaining \$ \_\_\_\_\_ Renewal Date \_\_\_\_\_

**Accounting Firm:** \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone: \_\_\_\_\_

**Primary Law Firm:** \_\_\_\_\_

Address \_\_\_\_\_

Attorney Name \_\_\_\_\_ Phone: \_\_\_\_\_

**FINANCIAL, ACCOUNTING AND RELATED**

What accounting method is used to prepare:      Taxes? \_\_\_\_\_ Financial Statements? \_\_\_\_\_

What accounting software does your company use? \_\_\_\_\_

Please provide the following:

- ◆ Last three (3) fiscal year-end financial statements
- ◆ Most recent closed month end internal financial statement (if available)
- ◆ Last fiscal year-end or most recent personal financial statement on owner(s) (form enclosed, if needed)
- ◆ Current work in progress schedule
- ◆ Copy of Insurance Certificate(s)

Have there been any significant changes in the assets or liabilities of the company since last fiscal year-end? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Have your operations been profitable since the last statement date? \_\_\_\_\_

Do any of the owners have an ownership or managerial interest in another business? \_\_\_\_\_

If the answer to the above question is yes, provide details here or on an attached sheet

**KEY EMPLOYEES**

Total number of employees: \_\_\_\_\_ (if Available, please provide a copy of organizational chart)

List key employees below: (provide resumes, if available.)

Name	Title

**CORPORATE CONTINUITY**

Is there a Buy-Sell Agreement in force? \_\_\_\_\_

Explain what happens to the company upon death of owner: \_\_\_\_\_

Life Insurance in force:

Insured	Beneficiary	Company	Face Value	Type

## CREDIT INFORMATION

Are there receivables or payables more than 90 days past due or any other related issues? \_\_\_\_\_

If yes, explain \_\_\_\_\_

**Answer "YES" or "NO" to the following questions:**

- Has your company or any officer or any partner ever failed in business or compromised with creditors? \_\_\_\_\_  YES  NO
- Has your company ever failed to complete a contract? \_\_\_\_\_  YES  NO
- Have you ever failed to qualify for a bond after an award? \_\_\_\_\_  YES  NO
- Are you acting as a surety or bondsman for others? \_\_\_\_\_  YES  NO
- Are you acting as an endorser for others on their notes or accounts? \_\_\_\_\_  YES  NO
- Does your company or any officer or partner owe any money to a bonding company? \_\_\_\_\_  YES  NO
- Has your company/officer/partner ever required any financial assistance from a bond company? \_\_\_\_\_  YES  NO
- Do you have any personal or corporate tax liens? \_\_\_\_\_  YES  NO
- Do you anticipate purchasing any additional equipment to perform anticipated job/program? \_\_\_\_\_  YES  NO
- Are you aware of any lawsuits that could have a material effect on this company? \_\_\_\_\_  YES  NO

**\* Please provide detail on separate page for any "YES" answers.**

**List the suppliers from whom your firm buys most of its materials (or attach a separate sheet)**

Company Name	Address	Contact Name	Contact Phone	Contact Email

**List the major subcontractors your firm utilizes (or attach a separate sheet)**

Company Name	Address	Contact Name	Contact Phone	Contact Email

## CHECKLIST

**Did you remember to enclose?**

- 1. Last three (3) years' financial statements? \_\_\_\_\_  YES  NO
- 2. Personal financial statements on owner(s)? \_\_\_\_\_  YES  NO
- 3. Current work in progress schedule? \_\_\_\_\_  YES  NO
- 4. Resumes on key employees (if applicable)? \_\_\_\_\_  YES  NO
- 5. Copy of Trust (if applicable)? \_\_\_\_\_  YES  NO
- 6. Copy of Insurance Certificate(s)? \_\_\_\_\_  YES  NO
- 7. Bond request form and contract (if applicable)? \_\_\_\_\_  YES  NO
- 8. Copy of organizational chart, if available? \_\_\_\_\_  YES  NO

We warrant the information contained in this application to be true and correct, and authorize construction RISK partners, inc. to share this information for underwriting purposes to determine surety credit levels available. By signing this application I warrant that I have the authority to release the information contained within this application.

**Prepared by:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank you for completing this information!**

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SECTION SEPARATOR

## PERSONAL FINANCIAL STATEMENT

Personal Financial Statement of: \_\_\_\_\_ SS# \_\_\_\_\_  
 Name of Spouse \_\_\_\_\_ SS# \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_

AS OF \_\_\_\_\_ 20 \_\_\_\_\_

Assets		Liabilities	
Cash in Banks (Schedule 1) Other Cash		Money owed on credit cards	
Stocks and Bonds (Schedule 2) (Not including any 401K, etc., retirement accounts)			
Retirement Accounts			
Personal Notes Receivable (Schedule 3)		Notes Payable (Schedule 5)	
Real Estate (Schedule 4) Residence		Real Estate-Mortgage Residence	
Other		Other	
Personal Life Insurance (Cash Value)		Borrowed on Life Insurance	
Vehicles:		Owed on Vehicles:	
Collections:			
Other Assets – Itemize		Other Liabilities – Itemize	
Household goods			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
		<b>NET WORTH</b>	
		<b>TOTAL LIAB. AND NET WORTH</b>	

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with you on behalf of the undersigned, or persons, firms or corporation in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein (including the designation made as to ownership or property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein, and to determine my/our creditworthiness.

Date Signed \_\_\_\_\_ Signature (Individual) \_\_\_\_\_  
 Date Signed \_\_\_\_\_ Signature (Individual) \_\_\_\_\_



**SCHEDULE 1 – CASH IN BANKS**

Name of Banks	Type of Account	Balance
		\$
		\$
		\$
<b>Total</b>		\$

**SCHEDULE 2 – STOCKS AND BONDS**

Name of Security	# shares	Pledged? Yes or No	Market Value
			\$
			\$
			\$
<b>Total</b>			\$

**SCHEDULE 3 – NOTES RECEIVABLE**

From Whom Due	For What due	How Secured	When Due	Amount
				\$
				\$
<b>Total</b>				\$

**SCHEDULE 4 – REAL ESTATE**

Description of Property	Title in Name Of	Market Value	Amount Owed	Monthly Payments	Monthly Income
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>Totals</b>		\$	\$	\$	\$

**SCHEDULE 5 – NOTES PAYABLE**

To Whom Due	For What Purpose	How Secured	When Due	Amount
				\$
				\$
<b>Total</b>				\$

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SECTION SEPARATOR

**SCHEDULE OF CONTRACTS IN PROCESS**

Name of Contractor \_\_\_\_\_ As of \_\_\_\_\_

Job Name	Contract Amount	Estimated Project Cost	Billed to Date	Cost to Date	Cost to Complete	Completion Date
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
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	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	
<b>TOTALS</b>	\$	\$	\$	\$	\$	

**Contractor:** \_\_\_\_\_

**COMPLETE TOP PORTION**

Account Name	Account Number	Account Name	Account Number

Name & Address of Bank: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attention: \_\_\_\_\_

THE UNDERSIGNED HEREBY AUTHORIZES THE FOLLOWING INFORMATION TO BE RELEASED TO CONSTRUCTION RISK PARTNERS, INC.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**BANK COMPLETE BOTTOM PORTION**

We have been asked to write bonds or are currently writing bonds for the above applicant, and your bank has been given as a reference. Please complete the following:  
 The confidentiality of this information will be preserved except where disclosure of this information is required by applicable law. We will not hold you or any staff member responsible for the accuracy of this report.

**DEPOSITORY ACCOUNTS:**

- 1) This customer has been with our bank since: \_\_\_\_\_
- 2) Please complete the information below:

Acct. No.	Type	Avg. Balance (Past 6 Months)	Current Balance	Overdrafts? Floats? Returned Cks?

**CREDIT ACCOUNTS:**

- 3) We have granted credit to them since: \_\_\_\_\_
- 4) Current Line of Credit Extended: \$ \_\_\_\_\_
- 5) Is this secured? \_\_\_\_\_ If so, by what? \_\_\_\_\_
- 6) Current Balance on the line: \_\_\_\_\_
- 7) Renewal Date of the line: \_\_\_\_\_
- 8) Has the line been handled as agreed? \_\_\_\_\_
- 9) Other loans extended: Current Balance \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_
- 10) Are these secured? \_\_\_\_\_ If so, by what? \_\_\_\_\_
- 11) Have these been handled as agreed? \_\_\_\_\_
- 12) Your experience and opinion of this applicant's financial responsibility and business reputation: \_\_\_\_\_

Bank Officer Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your cooperation. Please return this form to Construction Risk Partners at the above address.**

***Approval Requested!***

**Please Complete This Section For All Bonds**

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Obligee: \_\_\_\_\_

Obligee Address: \_\_\_\_\_

Bid Date: \_\_\_\_\_ Bid Time \_\_\_\_\_ Project # \_\_\_\_\_

Project Title & Location: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Bid Estimate: \$ \_\_\_\_\_ Bid Bond %: \_\_\_\_\_ Bond Form Required \_\_\_\_\_

Comp. Time: \_\_\_\_\_ Start Date: \_\_\_\_\_ Warr. Period \_\_\_\_\_

Liquidated Damages: \_\_\_\_\_ Current Work on Hand: \_\_\_\_\_

**Performance and Payment Bond Information (please enclose contract)**

Contract Amount: \_\_\_\_\_ Contract Date: \_\_\_\_\_

Bond Form: (Enclose If Required) Contract No.: \_\_\_\_\_

**Bid Results:**

Low Bidder: \_\_\_\_\_

2<sup>nd</sup> Bidder: \_\_\_\_\_

3<sup>rd</sup> Bidder: \_\_\_\_\_

If not low, your bid and place: \_\_\_\_\_