



Developer's / Subdivision Bond — Instructions

To complete a submission for a Developer's/Subdivision bond, please submit the following items:

- 1) Completed Developers/Subdivision Questionnaire, form follows
- 2) Business Financial Statement.
Recent fiscal year end business financial statement including profit and loss and balance sheet and interim business financial statement if the year end is more than six months old.
- 3) Personal Financial Statement , form follows.
Please include a statement from the individual property owner, shareholder(s) of the corporation, partner(s) or member(s) owning 10% or more interest in the business.
- 4) Copy of the Business Entity Documents including copy of any LLC Agreement, Partnership Agreement, Joint Venture Agreement or Articles of Incorporation.
- 5) Copy of any agreement and copy of any special bond forms provided by the Obligee requiring the bond (s).
- 6) Copy of the Engineering Department Bonding Cost Estimate
- 7) If project is funded by a construction loan we'd like to get a **set aside letter** from the lender. If there is alternate funding we will need to have a Bank Reference, form attached.
-Or-
Include a letter from your bank that details your current and average balance and credit facilities, if applicable OR a copy of recent business and personal bank statements.

Other Information that is helpful as applicable to professional developers:

- Additional fiscal year end business financial statements from two previous years
- Developers Resumes
- Current appraisal on the subject property
- Copy of a brochure or business plan

Your emergency is our emergency, an underwriter will respond to your request within 24 hours of receipt.

San Diego

401 West 'A' St. #2230
San Diego, CA 92101
Phone: 619-231-9522
Fax: 619-231-9545
sandiego@bondservices.com

Orange County

2700 N. Main St. #1105
Santa Ana, CA 92705
Phone: 888-558-3007
Fax: 714-558-8297
orangecounty@bondservices.com

Los Angeles

523 West 6th St. #242
Los Angeles, CA 90014
Phone: 213-628-2970
Fax: 213-628-2977
losangeles@bondservices.com

Inland Empire

290 W. Orange Show Rd. #109
San Bernardino, CA 92408
Phone: 909-890-1409
Fax: 909-890-4282
sanbernardino@bondservices.com

San Jose

55 South Market St. #1060
San Jose, CA 95113
Phone: 408-998-5056
Fax: 408-279-3160

Bay Area / Concord

724 Ferry St.
Martinez, CA 94553
Phone: 925-370-2330
Fax: 925-370-2339
norcal@bondservices.com

Sacramento

7221 South Land Park Drive
Sacramento, CA 95831
Phone: 916-424-0435
Fax: 916-424-0437
sacramento@bondservices.com

Texas

300 Burnett Street #127
Fort Worth, TX 76102
Phone: 817-509-1511
Fax: 817-796-2637
info@southwestbonding.com

Arizona

20325 N. 51st Ave., #134
Glendale, AZ 85308
Phone: 623-362-0601
Fax: 623-362-2218
az@bondservices.com

Developer's Questionnaire

The purpose of this questionnaire is to develop sufficient information to assist us in evaluating the developers qualifications so that we will be in a position to provide MAXIMUM BONDING CAPACITY. If additional space is needed, attach extra pages. Please be certain that all questions are answered completely.

General Underwriting Requirements

We require the following documents to establish surety credit:

- Completed Request for Subdivision Bond Credit Questionnaire.
- Financial statements (complete with schedules and footnotes) for you company prepared under generally accepted accounting principles as of the last three fiscal year ends.
- Sales and work in progress reports for all existing projects.
- Personal financial statements of all principals concurrent with your company's most recent fiscal year end.
- Copies of Business/Personal Bank Statements that will verify cash balance.
- Resumes of principal(s) and key personnel.
- Partnership Agreement (if applicable) and/or Articles and Operating Agreement.
- Copies of Trust Agreements (if any assets of owners are held in Trusts).
- Copy of Continuity Plan
- Project information if specific bonds are needed at this time.

Developer

Name: _____

Business Address: _____

Business Phone: () _____ Fax: () _____

Type of Entity: Corporation Partnership Joint Venture Sole Proprietorship Limited Liability Company

Type of Developer: _____ Year this Business Started: _____

	Yes	No
• Is the company a subsidiary, parent, or holding company of any other company?	<input type="checkbox"/>	<input type="checkbox"/>
• Has there been any change in the control of the company or any related entity in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the company ever failed to complete an obligation?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the company, any stockholder, owner, partner, subsidiary, parent, holding, company or affiliate ever filed for bankruptcy or been placed in receivership?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any liens filed against the company's or related entity's projects?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the company, any stockholder, owner, partner, or related entity an indemnitor or guarantor to any creditor?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any guarantees or contingent liabilities outstanding other than as noted in the latest financial statements?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you involved in any litigation?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a continuity plan?	<input type="checkbox"/>	<input type="checkbox"/>
• Are any assets of the company or any indemnitor held in trust?	<input type="checkbox"/>	<input type="checkbox"/>

Explain all "Yes" answers below. Use additional pages if necessary:

Principles of the Company

NAME (As it should appear on indemnity agreements):				POSITION OR TITLE			% OF OWNERSHIP	
RESIDENCE ADDRESS			CITY	STATE	ZIP	OWN <input type="checkbox"/>	RENT <input type="checkbox"/>	HOME PHONE ()
DRIVER'S LICENSE NUMBER	SOCIAL SECURITY NUMBER		HOW LONG IN THIS INDUSTRY?			HOW LONG WITH THIS FIRM?		YEAR BORN
PERSONAL BANK		ADDRESS				ACCOUNT NUMBERS		
SPOUSE'S NAME				SPOUSES SOCIAL SECURITY NUMBER				
NAME (As it should appear on indemnity agreements):				POSITION OR TITLE			% OF OWNERSHIP	
RESIDENCE ADDRESS			CITY	STATE	ZIP	OWN <input type="checkbox"/>	RENT <input type="checkbox"/>	HOME PHONE ()
DRIVER'S LICENSE NUMBER	SOCIAL SECURITY NUMBER		HOW LONG IN THIS INDUSTRY?			HOW LONG WITH THIS FIRM?		YEAR BORN
PERSONAL BANK		ADDRESS				ACCOUNT NUMBERS		
SPOUSE'S NAME				SPOUSES SOCIAL SECURITY NUMBER				
NAME (As it should appear on indemnity agreements):				POSITION OR TITLE			% OF OWNERSHIP	
RESIDENCE ADDRESS			CITY	STATE	ZIP	OWN <input type="checkbox"/>	RENT <input type="checkbox"/>	HOME PHONE ()
DRIVER'S LICENSE NUMBER	SOCIAL SECURITY NUMBER		HOW LONG IN THIS INDUSTRY?			HOW LONG WITH THIS FIRM?		YEAR BORN
PERSONAL BANK		ADDRESS				ACCOUNT NUMBERS		
SPOUSE'S NAME				SPOUSES SOCIAL SECURITY NUMBER				

Business Banking

Name of Bank _____ Phone () _____ Fax () _____

Address _____ Years with this Bank _____

Contact _____ Account Numbers _____

Indicate line of credit amount \$ _____ How secured? _____ How much in use \$ _____

Accounting

Name of accounting firm _____ Phone () _____ Fax () _____

Address _____ Years with this Firm _____

Contact _____

Fiscal year end is _____ Audit / Review / Other _____ How often are financial statements prepared? _____

Does this accounting firm also prepare the business and individual tax returns? _____ If not, explain _____

Date of last IRS audit _____ Results _____

Bonding

Who was your prior bonding company? _____

Location _____ Underwriter _____ Phone () _____ Fax () _____

Years with this bonding company _____ Date and amount of largest single bond _____

Largest work on hand at any one time was \$ _____ during _____ and consisted of _____ projects.

Bond credit desired: Single \$ _____ Total work program at any one time \$ _____

Has any bonding company ever declined to furnish you or your company a bond? _____ If yes, why? _____

Have you provided collateral to the bonding company? _____ If yes, describe _____

Reason for changing bonding company? _____

Insurance

Does your company carry insurance for:

Yes No

- Liability with completed operations Yes No
- Workers' compensation Yes No
- Property owned/leased Yes No
- Equipment owned/leased Yes No
- Business life insurance Yes No

Limits

Note:

It may be necessary to verify that specific insurance is in full force and effect prior to bond issuance.

Insured	Company	Beneficiary	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

References

List the three largest projects completed in the last five years:

CITY / COUNTY INSPECTOR / ENGINEER		PHONE () _____	FAX () _____
LENDER	PHONE () _____	CONTACT _____	# UNITS _____ GROSS PROFIT (LOSS) \$ _____
PROJECT DESCRIPTION / LOCATION	SUBDIVISION NAME	BONDING COMPANY _____ YEARS COMPLETED _____	
SITE IMPROVEMENT CONTRACTOR		CONTACT _____	PHONE () _____
CITY / COUNTY INSPECTOR / ENGINEER		PHONE () _____	FAX () _____
LENDER	PHONE () _____	CONTACT _____	# UNITS _____ GROSS PROFIT (LOSS) \$ _____
PROJECT DESCRIPTION / LOCATION	SUBDIVISION NAME	BONDING COMPANY _____ YEARS COMPLETED _____	
SITE IMPROVEMENT CONTRACTOR		CONTACT _____	PHONE () _____
CITY / COUNTY INSPECTOR / ENGINEER		PHONE () _____	FAX () _____
LENDER	PHONE () _____	CONTACT _____	# UNITS _____ GROSS PROFIT (LOSS) \$ _____
PROJECT DESCRIPTION / LOCATION	SUBDIVISION NAME	BONDING COMPANY _____ YEARS COMPLETED _____	
SITE IMPROVEMENT CONTRACTOR		CONTACT _____	PHONE () _____

List five principal material suppliers/contractors:

NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	

List three title companies that are familiar with your work:

NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	
NAME	PHONE ()	FAX ()
ADDRESS	CONTACT	

Additional Information:

Each of the undersigned affirms that the foregoing statements are true and are made to induce, execute or procure the execution of surety bonds, and any extension, modification, or renewal thereof, addition hereto, or substitution therefor. Each of the undersigned further affirms and understands that suretyship is credit, and authorizes Surety, or its authorized agent, Bond Services, L.L.C., to gather information it considers necessary for evaluating whether or not credit should be granted.

Company Name _____

Date _____ By _____ Title _____

Submitted Through: Broker / Agency _____

Address _____

Producer No. _____ Contact _____ Phone () _____ Fax () _____

Subdivision Bond Request

Inclusion of the following information with this subdivision bond request will speed our underwriting and approval process:

- Assurance letter from construction lender/fund control facility
- Engineer's estimate of costs to complete offsite improvements
- Required bond forms
- Subdivision agreement
- Vicinity map
- Engineers's environmental survey

Name of entity holding title to the subject property: _____

Developer: _____

Subdivision Name: _____ Type of Product: _____

Describe Location: _____

Tract Number: _____ Number of Units: _____

Selling Price of Units: \$ _____ To: \$ _____

Square Feet of Units: _____ To: _____

Anticipated Start Date: _____ Completion Dates: (Off Sites) _____ (Total Project) _____

Construction Lender / Fund Control Facility: _____

Officer/Contact: _____

Address: _____ Phone: () _____

Amount of Construction Fund: \$ _____ Equity: \$ _____

Selling Price of Units: \$ _____ To: \$ _____

Amount allocated to offsite improvements: _____

Is assurance letter available?: Yes, Attach Sample No

Type of Disbursement: Cashiers Check Voucher Stage Reimbursement

General Contractor: _____

Improvements:	Cost	Name of Subcontractor (If applicable)	Bond Subcontractor Y=Yes N=No
Grading Improvements:	\$		
Street Improvements:	\$		
Water Improvements:	\$		
Sewer Improvements:	\$		
Storm Drain Improvements:	\$		
Monument	\$		
Other	\$		

Obligee (Municipality Requiring Bonds): _____

Address of Obligee: _____

Type of Bond:	Performance	Labor & Materials
Grading Improvements:	\$	
Street Improvements:	\$	
Water Improvements:	\$	
Sewer Improvements:	\$	
Storm Drain Improvements:	\$	
Monument	\$	
Maintenance Guarantee	\$	
Property Tax	\$	