



Contractor's Bond SUBMISSION INSTRUCTIONS

To complete a submission for a Contractor's Bond please submit the following items:

- 1) Contractors Questionnaire, form follows
- 2) Business Financial Statement Year end business financial statement including profit and loss and balance sheet for the past three years and interim business financial statement if the most recent year end statement is more than six months old.
- 3) Personal Financial Statement , form follows Please include a statement from the owner, shareholder(s), partner(s) or member(s) owning more than 10% interest in the business
- 4) Work In Progress, form follows
- 5) **Bid Bond Request Sheet (for bid bonds only)**, form follows
- 6) **Copy of the Contract and Bond forms** (for contract – performance/payment bonds)
- 7) Bank Reference, form attached or: Include a letter from your bank that details your current and average balance and credit facilities, if applicable OR provide a copy of current business and personal bank statements.

Other Information that is helpful:

- Additional fiscal year end business financial statements from previous years
- Last three years Federal Income Tax Returns
- Aging schedules of accounts payable and receivable
- Resumes on Owner, Stockholder(s), or Partner(s) and key employees
- Copy of deck sheets from Liability and Work Comp Insurance Companies
- Copy of a brochure or business plan

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

Arizona

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

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

CONTRACTORS QUALIFICATION QUESTIONNAIRE

NAME: _____		
ADDRESS: _____	LICENSE # _____	
CITY, STATE, ZIP _____	TAX I.D. # _____	
PHONE: _____	FAX: _____	CELL PHONE: _____

OWNERSHIP INFORMATION

Name of Owner	% ownership/title	Social Security No.	Name of Spouse

Please provide the following information: Date Business Started _____

What is the largest job that you have completed: _____ Completion Date: _____ Work Program: _____

What is the largest job you feel the company is qualified to complete: _____ Work Program: _____

What type of work do you usually complete? Public Bldgs. Commercial Bldgs. Electrical Plumbing HVAC
 Sewers Water Highway Other: _____

What type of work do you usually sub contract? _____ % usually subbed _____

Name of Current Insurance Agency/Agent: _____ phone no. _____

JOB REFERENCES

List the five most important contracts you have completed in the last three years

Owner name/Contact Name	Phone Number	Address	Contract Name/Title	Contract Amount

SUPPLIER REFERENCES

Provide the names of four companies you currently use for supplies:

Company Name	Address	Phone Number/Fax Number	Account Number

KEY EMPLOYEES

Name	Position	Experience

Prior Surety Information:

Name of Surety _____ Current Rate _____

Current Work Program _____ How long with current Surety _____

Largest job bonded _____ Largest Work program bonded _____

Has collateral been posted with the surety _____ If yes, amount/form of collateral _____

Financial Information:

Name of Bank _____

Address of Bank _____ Contact/Phone _____

Line of Credit Amount _____ Amount currently in use _____ Secured? _____

Name of Accounting Firm _____

Address _____

Date of last CPA prepared statement _____ % of Completion Accrual Completed Job Other _____

The undersigned hereby represents that the herein statements are true and authorizes any bank or other reference to verify the correctness of items in the above statement to the surety. Authorization to investigate credit history of owners and spouses, employment history and references is granted to the surety/agent in order to obtain bonding authority for the account.

Signed and Dated: _____

Name of Company

Signature of Authorized Representative of Company

Printed Name/Title of Authorized Representative of Company

PERSONAL FINANCIAL STATEMENT
NOT TO BE USED FOR BUSINESS STATEMENTS

To include COMPANY to become surety for the Undersigned, or to accept the Undersigned as Indemnitor the Undersigned submits the following Financial Statement

Personal financial statement of _____ SS.NO. _____
(Name)

(Street Address, City, State, Zip)

HOME PHONE NO. () _____ BUS.PHONE NO. () _____

NAME OF SPOUSE _____

AS OF _____
(Date)

CURRENT ASSETS		CURRENT LIABILITIES	
Cash on hand(not in bank)		Notes payable to (names and addresses):	
Cash in following banks (names and addresses):		
.....		
.....		
Stocks and bonds (Schedule 1)		Accounts payable	
Accounts receivable (Schedule 2)		Current portion of long term debt	
Notes receivable (Schedule 3)		Other current liabilities (Schedule 6)	
Other current assets (Schedule 6)		
.....		
.....		Current Year's Income Taxes Unpaid	
.....		Prior Year's Income Taxes Unpaid	
.....		Real Estate Taxes Unpaid	
.....		
TOTAL CURRENT ASSETS :		TOTAL CURRENT LIABILITIES:	
FIXED ASSETS		LONG TERM LIABILITIES	
Real estate (Schedule 4):		Real estate debt (Schedule 4):	
Residence		Residence	
Other		Other	
Cash value of life insurance (Schedule 5)		Borrowed on life insurance (Schedule 5)	
.....		
Other assets and investments (Schedule 6)		Other long term debt (Schedule 6)	
.....		
.....		
.....		TOTAL LONG TERM LIABILITIES:	
.....		TOTAL LIABILITIES:	
TOTAL FIXED ASSETS:		NET WORTH:	
TOTAL ASSETS:		TOTAL LIABILITIES AND NET WORTH:	

CONTINGENT LIABILITIES

FOR ENDORSEMENTS OR GURANTEES \$ _____ FOR OTHER PURPOSES \$ _____

GIVE DETAILS _____

1. STOCKS AND BONDS

Name of Security	No. Shares	If any pledge, State to Whom and for What Purpose	Dividends Paid Last Two Years	Market value	Book Value
TOTALS				\$	\$

2. ACCOUNTS RECEIVABLE

Name and Address (street and city) From Whom Due	For What is it Due	When Sold	When Due	Amount
TOTAL				\$

3. NOTES RECEIVABLE

Name and Address (street and city) From Whom Due	For What Due	How Secured	Date	Maturity	Amount
TOTAL					\$

4. REAL ESTATE

Description of Property	Title in of	Name	Market Value	Cost	Date Acquired	Amount Encumbrance	Monthly Payments	Monthly Income
TOTAL			\$	\$	\$	\$	\$	\$

5. LIFE INSURANCE - CASH VALUE

Name of Company	Policy Number	Name of Insured	Beneficiary	Face Value	Cash Value	Amount Borrowed

6. OTHER ASSETS AND LIABILITIES

Other Current Assets (Itemize)	Other Current Liabilities (Itemize)	Amount

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with your on behalf of the undersigned, or Persons, firms or corporations in whose behalf the undersigned may either severally or jointly with other, 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 of 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 a 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 credit worthiness. You are authorized to answer questions about your credit experience with me/us.

Signature _____
S.S.No. _____ Date of Birth _____

Date Signed _____, _____

Signature _____
S.S.No. _____ Date of Birth _____

Bank Verification

(To be completed by bank or savings & loan)

Please complete a separate form for each account

Re: Account Holder _____

Account Number _____

The above account holder has applied to this Company for bonding credit and has given your name as a reference. Authorization has been given to us to verify their financial statement. Therefore, we would appreciate the courtesy of a prompt reply to the following questions. Your response will be treated in confidence and without responsibility on your part. You may return this inquiry by fax to the number below. Thank you for your cooperation.

1. When was the account opened? _____

2. The average balance is \$ _____ for the period of _____ months.

3. Has a line of credit been established? _____

If so, what amount? \$ _____ Current outstanding balance: \$ _____

It is secured by _____

The renewal date is _____

4. What is your opinion of the applicant's character, ability and financial responsibility?

Name of Bank _____

Address _____

Phone Number (_____) _____ Fax Number (_____) _____

Information has been provided by _____

Signature

Date _____

Printed Name

Bond Request Sheet

(for Bid, Performance & Payment Bond requests)

Contractor: _____

Obligee
(name & address): _____

Bid Date: _____	Bid Bond _____ %
Est. Contract Price \$ _____	Performance Bond _____ %
	Labor & Material/Payment Bond _____ %

Project Description/Location: _____

Completion Time _____	Labor %/\$ _____
Liquidated Damages/Penalty \$ _____	Material %/\$ _____
Length of Warranty _____	Profit %/\$ _____
Sub Contractors _____ % Bonded _____ %	Overhead %/\$ _____

Work In Progress:

Bonded: \$ _____ Unbonded: \$ _____

Pending Bids:

Bid Date & Contract Amount: _____

For Bonding Agency use only:

Approved Authorized by: _____ date: _____

Click the "Submit Application" button to send your secure online form to Bond Services.

