

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 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.** A 2 page form is enclosed. If you need more than one please make additional copies. If you have your own form feel free to use it.
3. **RESUME OF INFORMATION.** 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 then have them mail it to us.
5. **WORK IN PROCESS 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 instead.
6. **BOND REQUEST FORM** (form enclosed) If you have a current bond need please use this form. If this is a bid bond please make sure to enclose the bid bond form out of the spec book. 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. Once we receive this information back we will immediately start the underwriting process with the bond companies.

Thank you again and 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 _____ Email _____ Web Site _____

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

Are any personal assets held in a 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 area 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 _____

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

Description _____

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Comments _____ Phone _____

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

Description _____

Owner or GC _____ Contact _____

Comments _____ Phone _____

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

Description _____

Owner or GC _____ Contact _____

Comments _____ Phone _____

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 fiscal year-end financial statements
- ◆ Most recent interim 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 certificates

Have there have 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 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 the owner: _____

Life Insurance in force:

Insured	Beneficiary	Company	Face Value	Type

CREDIT INFORMATION

Are there receivables or payables more than 60 days past due or any other related issue? _____

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 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 have the necessary 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

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

Company Name	Address	Phone & Contact

Lists the major subcontractors your firm utilizes (or attach separate sheet)

Company Name	Address	Phone & Contact

CHECKLIST

Did you remember to enclose?

- 1. Last three year's 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? YES NO
- 7. Bond request form and contract (if applicable)? YES NO
- 8. Copy of organizational chart, if available? YES NO

Prepared by: _____

Date _____

Thank you for your time and energy on 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 account)			
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			
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIAB. AND NET WORTH	

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) _____

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SECTION SEPARATOR

DEPOSITOR COMPLETE TOP PORTION

Business Accounts:

Personal Accounts:

<u>Account Name</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Account Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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:

<u>Acct. No.</u>	<u>Type</u>	<u>Avg. Balance (Past 6 Months)</u>	<u>Current Balance</u>	<u>Overdrafts? Floats? Returned Cks?</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 Payments \$ _____
- 10) Are these secured? _____ If so, by what? _____
- 11) Have these been handled as agreed? _____
- 12) Your experience and opinion of this applicants 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: _____ Fax: _____

Obligee: _____

Bid Date: _____ Project #: _____

Project Title & Location: _____

Scope of Work: _____

Bid Estimate: \$ _____ Bid Bond %: _____ Bond Form (Please Enclose)

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: _____

2nd Bidder: _____

3rd Bidder: _____

If not low, your bid and place: _____

(For Construction Risk Partners use Only)

Bid Bond Approved By: _____ Date: _____

Final Bond Approved By: _____ Date: _____