



Bond Brokers, Inc • 6160 N. Cicero Avenue • Chicago, Illinois 60646
Phone: 773-736-2320 • Fax: 773-736-0835

CONTRACT BONDS

Thank you for giving Bond Brokers the opportunity to consider your account for bonding.

In essence, surety is a credit relationship. Because of this, applying for a bond is similar to applying for a bank loan.

Sufficient time is needed to carefully consider all aspects of your submission. The more information you provide with this submission, the sooner a decision can be made. Analysis can be very time consuming, particularly if all items are not included in your submission.

Please provide us with the following information:

- 1) Contractor Questionnaire (included)**
- 2) Personal financial statement for all owners (included)**
- 3) Resumes for all owners and key personnel (included)**
- 4) Work-on-Hand Schedule for bonded and unbonded jobs (included)**
- 5) Bank Information (See Attached Bank Letter of Customer Relationship)**
Evidence of borrowing capacity and/or lines of credit is required from your bank.
- 6) Bond Request Form (included)**
- 7) Job Cost Breakdown (included)**
- 8) Business Financial Statements:**
Provide copies of the company's fiscal year end financial statements for the last three years. If the most recent year-end statement is older than six months, please include an interim statement.

Additional information may be required after the underwriter's review.



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CONTRACTOR QUESTIONNAIRE

1) Name of Firm: _____ 2) Federal ID# _____

3) Address _____ 4) Fiscal Year End _____

5a) Phone: (____) _____ 5b) Fax: (____) _____

6) Construction Specialty: _____

7) Contact Person: _____ 8) Title: _____

9) Business Type: Corporation Partnership Proprietor Sub S Corporation

10) Year Started: _____ 11) Percentage of Work: _____ % Public _____ % Private

12) Has your firm or any of its principals ever petitioned for bankruptcy, failed in business or defaulted so as to cause loss to a surety? Yes No

If Yes, please explain: _____

13) Is your firm or its owners currently involved in any litigation? Yes No

14) What percentage of your work is normally subcontracted? _____ %

15) What trades do you normally subcontract? _____

16) What is the largest amount of uncompleted work on hand in the past?

Amount: \$ _____ Year: _____

17) What is the largest job you expect to do during the next year?

\$ _____

18) What is the largest uncompleted work program expected during the next year?

\$ _____

19) List corporate officers, partners or proprietors of you firm (or any person owning 5% or more):

NAME	SS#	POSITION	% OWNED	NAME OF SPOUSE

20) List your three largest contracts:

JOB NAME	BONDED	COMPLETION DATE	CONTRACT AMOUNT	CONTACT PERSON	PHONE #

21) List your four major suppliers:

SUPPLIER NAME	CONTACT PERSON	TELEPHONE	CREDIT AMOUNT

22) Name of your CPA: _____

23) Address of your CPA: _____

 (City) (State) (Zip) Phone: (____) _____

24) Basis taxes are paid? Cash Completed Job Accrual % of Completion

25) Basis financial statements prepared? Cash Completed Job Accrual
% of Completion

26) Level financial statements prepared on? In House CPA Audit Review Compilation

27) Name of your Bank: _____

28) Address of your Bank: _____

(City) (State) (Zip) Phone: (____) _____

29) Line of Credit amount: \$ _____ 30) Expiration date: _____

31) Amount in use (#29): \$ _____ 32) How secured? _____

33) Annual Gross Sales for last three years:

1) \$ _____ 20__ 2) \$ _____ 20__ 3) \$ _____ 20__

34) Previous surety company: _____

35) Reason for leaving: _____

I/We attest that all information contained in this questionnaire is true to the best of My/Our knowledge and I/We authorize National American Insurance Company, Statewide Surety and/or any of their agents or companies to investigate My/Our herein contained responses and check My/Our credit with any creditors and/or lending institutions and/or credit bureau services.

Signed this _____ day of _____, 20__

Company Name

Signature of Witness/Attestant

Signature of Principal

PERSONAL FINANCIAL STATEMENT

NOTE: This form is to be used for Personal Financial Statements only, not to be used for Business Statements.

Personal Financial Statement of _____ Social Security # _____
 (Name)

 (Street Address, City, State, Zip)

 (Name of Spouse) Home Phone # _____ Business Phone # _____

AS OF _____, 20_____
 (Date)

CURRENT ASSETS		CURRENT LIABILITIES	
Cash on Hand (not in bank)		Notes Payable to (name & address):	
Cash in Following Banks (Name & Address):			
		Sales Contracts & Chattel Mtgs. (attach description)	
Stocks and Bonds (Schedule 1)		Accounts Payable	
Accounts Receivable (Schedule 2)		Current Portion of Long Term Debt	
Notes Receivable (Schedule 3)		Other Current Liabilities (attach description)	
Other Current Assets (itemize):			
		Current Year's Income Tax 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 & Investments (attach description)		Other Long Term Debt (attach description)	
Total Fixed Assets		Total Long Term Liabilities	
TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH	

CONTINGENT LIABILITIES
 For Endorsements or Guarantees \$ _____ For Other Purposes \$ _____
 Give Details _____

SCHEDULE #1 - STOCKS AND BONDS

Name of Security	# of Shares	If any pledged, State to Whom and For What Purpose	Dividends Paid Last Two Days	Market Value	Book Value
TOTALS				\$	\$

SCHEDULE #2 – ACCOUNTS RECEIVABLE

Name & Address (Street & City) From Whom Due	For What is it Due	When Sold	When Due	Amount
Total				\$

SCHEDULE #3 - NOTES RECEIVABLE

Name & Address (Street & City) From Whom Due	For What is it Due	How Secured	Date	Maturity	Amount
Total					\$

SCHEDULE #4 – REAL ESTATE

Description of Property	Title in Name Of	Market Value	Cost	Date Acquired	Cost	Maturity	Amount
Totals		\$	\$	\$	\$	\$	\$

SCHEDULE #5 - LIFE INSURANCE -- CASH VALUE

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

PRINCIPAL SIGNATURE _____ **DATE** _____

SPOUSE SIGNATURE _____ **DATE** _____

RESUME FOR _____

CURRENT COMPANY _____ **Title** _____

Address _____

EDUCATION

High School _____ Graduate Yes / No

College or Tech School _____ Graduate Yes / No

Degree _____ If No Degree, # of Hours _____

Certificates _____

CONSTRUCTION EXPERIENCE

Company Name _____ From _____ To _____

Responsibilities _____

Company Name _____ From _____ To _____

Responsibilities _____

Company Name _____ From _____ To _____

Responsibilities _____

I have been the _____ for current company for ____ years.
(Title)

I am responsible for _____

During the time I have been with the current company, we have successfully completed approximately ____ projects ranging in size from \$ _____ to \$ _____ .

Print Name _____ Date _____

Signature _____



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BANK LETTER OF CUSTOMER RELATIONSHIP

Please take this form to your banker and request that they write, **on the bank's letterhead**, a letter addressed to:

Bond Brokers, Inc.
6160 N. Cicero Avenue
Chicago, IL 60646

Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client's bank.

This letter should incorporate answers to the questions below:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and checking and savings balance.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present amount in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security.

It is important that your letter show dollar figures of the line of credit and of the present amount in use. The terminology of low, high or medium is not acceptable. Working capital is an important part of bonding, and a line is considered part of the working capital: therefore it is important we know the dollar figures. If we do not have this information, we cannot place an account of bonding.

4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc.

Name of Bank _____

Officer _____ Title _____



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Bond Request Form

Date _____

Contractor's Name and Address _____

Obligee / Owner Name Address _____

Job Description, Location, Job Number, Solicitation Number _____

Completion Time _____ % of Performance Bond _____ % Being Subcontracted _____

Penalties _____ % of L & M Payment Bond _____ Current Work on Hand _____

Maintenance Period _____ % of Retainage _____

As Pertains to Bid Bond

Bid Date _____ Bid Time _____

Estimated Amount _____

Percentage of Bid Bond _____

Specific Form YES NO
If yes, please attach

As Pertains to Final Bond

Contract Date _____

Contract Price \$ _____

Bid or Negotiate _____

2nd Bidder _____

3rd Bidder _____

Specific Form Yes No
If yes, please attach

DELIVERY INSTRUCTIONS

Express Mail

Fed Ex Airborne UPS

Account # _____

Send to: _____

Name

Address

City, State

Telephone

Send Via First Class Mail

to: _____

Pick-up

on _____



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JOB COST BREAKDOWN

CONTRACTOR _____

PROJECT NAME _____

1.	Labor	\$ _____
2.	Material	\$ _____
3.	Subcontractors	\$ _____
4.	Overhead	\$ _____
5.	Profit	\$ _____
6.	Miscellaneous	\$ _____
	TOTAL	\$ _____

2.	Suppliers (Name/Material)	Dollar Amount	Name of Surety (If Bondable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3.	Subcontractors (Name/Trade)	Dollar Amount	Name of Surety (If Bondable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Separate Sheet if Necessary)