



Specialists in Hard to Place Bonds.

**Bond Brokers, Inc.**  
**One Northfield Plaza Suite 111, Northfield, IL 60093**  
**Ph: 773-736-2320 Fax: 73-736-0835**  
**Toll Free 1-(888) 488-BOND (2663)**  
**[www.bondbrokersinc.com](http://www.bondbrokersinc.com)**

## **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 completed 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 Bond Brokers, Inc. and / or any of their 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	
<b>Total Current Assets</b>		<b>Total Current Liabilities</b>	

  

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)	
<b>Total Fixed Assets</b>		<b>Total Long Term Liabilities</b>	

  

<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
		<b>NET WORTH</b>	

**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
<b>TOTALS</b>				\$	\$

**SCHEDULE #2 – ACCOUNTS RECEIVABLE**

Name & Address (Street & city) From Whom Due	For What is it Due	When Sold	When Due	Amount
			<b>Total</b>	\$

**SCHEDULE #3 - NOTES RECEIVABLE**

Name & Address (Street & city) From Whom Due	For What is it Due	How Secured	Date	Maturity	Amount
				<b>Total</b>	\$

**SCHEDULE #4 – REAL ESTATE**

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

**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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**WORK-ON-HAND SCHEDULE (ALL WORK -- BONDED & UNBONDED)**

NAME:

DATE:

[illegible]





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## **BANK LETTER OF CUSTOMER RELATIONSHIP**

**The information requested below MUST be printed on your bank's letterhead. Please take this form to your banker and request that they address the letter to:**

**Bond Brokers, Inc.**  
One Northfield Plaza  
Northfield, IL 60093

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.

**Please provide 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.**

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



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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 \_\_\_\_\_

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

3<sup>rd</sup> 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)



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Email: [Craig@bondbrokersinc.com](mailto:Craig@bondbrokersinc.com)  
[www.bondbrokersinc.com](http://www.bondbrokersinc.com)

## **Credit Release Authorization:**

I/we authorize Bond Brokers, Inc. to investigate the information contained with the contractor's questionnaire, my/our credit with any and all creditors and/or financial and/or lending institutions, and prior Surety Credit.

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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