



**AMERICAN  
SURETY AGENCY**

15201 Mason Road Ste 1000 #333  
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**CONTRACTOR'S QUESTIONNAIRE FOR SURETY BONDING**

**Check one:**    \_\_\_ Corporation    \_\_\_ Partnership    \_\_\_ Proprietorship    \_\_\_ LLC

Date: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contractor: \_\_\_\_\_  
(Legal name as registered with the state)

Street Address (not P.O.Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Date Business Formed: \_\_\_\_\_

Date Incorporated: \_\_\_\_\_ Ownership change in the last five years or are there any plans for change in the corporate ownership or structure? (Please explain)

\_\_\_\_\_  
\_\_\_\_\_

What type of construction does the business specialize? (list trades performed by the business) \_\_\_\_\_

\_\_\_\_\_

What percentage of a project does the business perform? \_\_\_\_\_. What trades are typically subbed out?

\_\_\_\_\_

Are you a union or non-union contractor? \_\_\_\_\_

**OWNERSHIP INFORMATION:**  
**PLEASE LIST SPOUSE AND SS NUMBER WHETHER OWNER OR NOT:**

<u>Name</u>	<u>Age</u>	<u>Position</u>	<u>Ownership (%)</u>	<u>SS#</u>
_____	_____	_____	_____	_____
(Spouse)	_____	_____	_____	_____
_____	_____	_____	_____	_____
(Spouse)	_____	_____	_____	_____

**KEY PERSONNEL:**

<b><u>Name:</u></b>	<b><u>Age:</u></b>	<b><u>Position:</u></b>	<b><u>Years Employed:</u></b>	<b><u>Comments:</u></b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Number of Employees: \_\_\_\_\_ Number of full time office staff: \_\_\_\_\_

Are there any affiliated companies? If so, please explain:

\_\_\_\_\_

**INSURANCE:**

Insurance Agency: \_\_\_\_\_

Insurance Agent (name): \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**WORK HISTORY:**

(We will call the owners below for reference information)

<b><u>Telephone number</u></b>	<b><u>Year Completed</u></b>	<b><u>Contact Person for Reference</u></b>	<b><u>Contract Amount</u></b>	<b><u>Job Description</u></b>
(____) _____	_____	_____	_____	_____
(____) _____	_____	_____	_____	_____
(____) _____	_____	_____	_____	_____

Who was the superintendent on the larger projects? \_\_\_\_\_ If they are not employed who replaced them? \_\_\_\_\_

Normal operating territory? \_\_\_\_\_

Largest backlog of work on hand? (\$) \_\_\_\_\_ Number of Projects: \_\_\_\_\_

What size projects (single projects) are you looking to Bond? \_\_\_\_\_

Backlog you feel your company needs? (\$) \_\_\_\_\_ #of jobs at one time: \_\_\_\_\_

**SUPPLIER INFORMATION:**

<b><u>Telephone:</u></b>	<b><u>Contact Person</u></b>	<b><u>Product</u></b>	<b><u>Company Name</u></b>
( ) _____	_____	_____	_____
( ) _____	_____	_____	_____
( ) _____	_____	_____	_____

- We will contact the above as part of a routine credit check

**SURETY INFORMATION:**

Present Bond Company? \_\_\_\_\_

Bond Agent? \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Ever caused a bond loss? Yes or No: \_\_\_\_\_ If so, please explain? \_\_\_\_\_

Bankruptcy personal or business in the last ten years, Yes or No? \_\_\_\_\_ If yes, please explain?

**FINANCIAL INFORMATION:**

Name of accounting firm? \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Contact Person? \_\_\_\_\_ Used how many years? \_\_\_\_\_

Are tax statements for the company current? \_\_\_\_\_ Personal tax returns current? \_\_\_\_\_

Any current Federal Tax liens? \_\_\_\_\_ If so, please provide details: \_\_\_\_\_

\_\_\_\_\_ Any current State Tax Liens? \_\_\_\_\_ If so, please provide details: \_\_\_\_\_

Any Tax payment plans in place? \_\_\_\_\_

Who prepares the financial statements in-house for the company and who is in charge of accounts receivable and account's payable? \_\_\_\_\_

**BANK INFORMATION:**

Name of Bank: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Bank Line Limit: (\$) \_\_\_\_\_ Amount in Use: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REPRESENTATION:**

Attorney Firm Name: \_\_\_\_\_

Attorney: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Any current contract disputes? \_\_\_\_\_

Any material or labor liens? \_\_\_\_\_

Any lawsuits? \_\_\_\_\_

**SBA QUALIFICATIONS:**

*ONLY complete this portion if applying for the SBA Bond Guarantee Program*

Has the contractor applied or been approved in the SBA program previously? \_\_\_\_\_

Veteran status of owner(s): \_\_\_\_\_

Race of owner(s) (i.e. American Indian, African American, Asian, Pacific Islander, White/Caucasian, Hispanic/Latino): \_\_\_\_\_

NAICS Code (if known): \_\_\_\_\_



**CREDIT AUTHORIZATION**

*We warrant the information contained in this application for Surety Bonding to be true and correct for the assessment of Surety Credit, and authorize American Surety Agency to share this information with appropriate Surety Personnel in order to assess Surety Credit. By signing this application, I warrant that I have the authority to release the information contained within this application to American Surety Agency.*

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

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(name & title)