



**AMERICAN**  
**SURETY AGENCY**

15201 Mason Road Ste 1000 #333  
Cypress, TX 77433  
281-256-3830 (P) • 281-256-3832 (F)  
info@americansurety.net

**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? \_\_\_\_\_





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## **BANK REFERENCE LETTER**

***Note: reference letter should be prepared on bank letterhead, signed, and dated by a Banking Officer.***

***Subject: Financial Institution Bank Letter of Customer Relationship***

American Surety has been contacted to assist with the placement of a Surety Bond Program for the firm presenting you with this letter. An important part of the underwriting process is to review our clients relationship with their financial institution, and their past credit performance.

***A reference letter without exact dollar amounts is of no use. The terminology of a low, medium or high figure is not acceptable for Surety Bond Underwriting. Please provide us with the following:***

- Date deposit account(s) was opened.
- Checking account and savings account 12 month average balance.
- Current checking account and savings account balance.
- Working capital line information:
  - Line Limit
  - Current balance outstanding, including date of balance
  - Line expiration date
  - Security pledged for the line
  - Any line violations
- Current Loan obligations total of debt, purpose, and its security i.e. equipment etc.
  - Payment history, prompt etc.

***If there are any questions, please feel free to contact our office at 281-256-3830.***

***Sincerely,  
Authorized Bank Representative***



CONTRACTS COMPLETED SINCE LAST REPORT

DATED

Contract Description or Bond Number	Contract Price Incl. Approved Extras	Original Estimated Gross Profit	Final Gross Profit

Do any billings include unapproved claims or disputed items? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_



**PERSONAL**  
**FINANCIAL STATEMENT**

This statement and any applicable schedules may be completed jointly by married and unmarried applicants if their assets and liabilities are sufficiently joined so that the statement can be meaningfully and fairly presented on a combined basis; otherwise separate statements and schedules are required.

Applicant is:  Married  Single  Separated

If married, the financial statement is:  Completed jointly with spouse  Not completed jointly

Name and address	Statement of assets and liabilities as of _____, _____ (Insert date, otherwise statement will be returned)
	<input type="checkbox"/> Individual <input type="checkbox"/> Co-Partnership <input type="checkbox"/> Corporation

<b>ASSETS</b>	<b>(Sch)</b>			<b>LIABILITIES</b>	<b>(Sch)</b>		
Cash	A	\$		Due to banks	A	\$	
Stocks, bonds, etc.	B	\$		Credit cards	C	\$	
Accounts receivable	C	\$		Taxes		\$	
Notes receivable	D	\$		Accounts payable	C	\$	
Inventory	E	\$		Notes payable	D	\$	
Equipment	F	\$		Due on equipment	F	\$	
Home	G	\$		Due on real estate	G	\$	
Real estate	G	\$		Other liabilities	H	\$	
Personal property		\$		<b>TOTAL LIABILITIES</b>		\$	
IRA	B	\$		Capital stock (if any)		\$	
Other Assets	H	\$		Retained earnings		\$	
		\$		Total stockholders equity		\$	
<b>TOTAL ASSETS</b>		<b>\$</b>		<b>NET WORTH</b>		<b>\$</b>	

<b>SOURCES OF INCOME FOR YEAR ENDED</b>				<b>OTHER LIABILITIES</b>
Salary, bonuses & commissions	\$			Do you have any contingent liabilities? If so, describe: <i>(Lawsuits, Indemnification, etc. )</i>
Dividends	\$			
Real estate income	\$			
Other income <i>(Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for bonding)</i>	\$			As endorser, co-maker or guarantor? <span style="float: right;">\$</span>
	\$			On leases or contracts? <span style="float: right;">\$</span>
	\$			Legal claims <i>(Judgements, etc. )</i> <span style="float: right;">\$</span>
	\$			Other special debt <span style="float: right;">\$</span>
<b>TOTAL</b>	<b>\$</b>			Amount of contested income tax liens <span style="float: right;">\$</span>

**PERSONAL INFORMATION**

Are any assets owned by a trust? Which?	Are you a defendant in any suits or legal actions?
Do you have a will? _____ If so, name of executor:	Have you ever been declared bankrupt? If so, describe:
Are you a partner or officer in any other venture? If so, describe:	Are any assets pledged other than as described on schedules? If so, describe:
Are you obligated to pay alimony, child support or separate maintenance payments? If so, describe:	Income tax settled through (date):
	Personal bank accounts carried at:



**INSURANCE CARRIED**

Fidelity Bonds on Officers & Employees

Life \$	General Liability \$
Property \$	Other \$

**IF NOT SUFFICIENT SPACE, ATTACH SEPARATE SCHEDULES**

<b>A</b> <b>BANK DATA</b> <i>(Attach Copy of Statements)</i>	Name and Location of Bank	Account Number	Amount of Deposit	In Whose Name	Owed to Bank	Date Due

<b>B</b> <b>STOCKS, BONDS, ETC.</b> <i>(Attach Copy of Statements)</i>	Name of Security	No. Shares	Par Value	Market Value	In Whose Name Registered	If Pledged, to Whom and for What Purpose

<b>C</b> <b>ACCOUNTS RECEIVABLE AND PAYABLE</b>	From Whom Due	Amount	Date Due	To Whom Due	Amount	Date Due

<b>D</b> <b>NOTES RECEIVABLE AND PAYABLE</b>	From Whom Due	Amount	Date Due	To Whom Due	Amount	Date Due

<b>E</b> <b>INVENTORY</b>	Description	Cost Price	Market Value

<b>F</b> <b>EQUIPMENT</b>	Description	Cost Price	Depreciation Charged Off	Book Value	Encumbrance	Amount Payable Monthly

<b>G</b> <b>REAL ESTATE</b>	Location and Description	In Whose Name Is Title	Cost	Present Forced Sale Value	Amount of Mortgage	Name of Mortgagee

<b>H</b> <b>OTHER ASSETS AND LIABILITIES</b>	Description of Other Assets	Amount	Description of Other Liabilities	Amount

The undersigned furnishes the foregoing as a true and accurate statement of the undersigned's financial condition as of the date given. American Surety Agency may furnish copies of the foregoing statement and any information which it has now or may hereinafter obtain, for the purposes of securing bonds, reinsurance or co-insurance.

Date Signed \_\_\_\_\_, \_\_\_\_\_.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Spouse's Signature** \_\_\_\_\_

S.S. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ S.S. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_



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**BOND REQUEST FORM**

Date Ordered: \_\_\_\_\_ Requested By: \_\_\_\_\_

Principal / Contractor: \_\_\_\_\_

Obligee / Owner: \_\_\_\_\_  
(to whom bond is payable to)

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

Obligee Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Bid Date and Time: \_\_\_\_\_ Amount of Bid: \$ \_\_\_\_\_

Bid Bond % or \$: \_\_\_\_\_ Performance %: \_\_\_\_\_ Payment %: \_\_\_\_\_ Other: \_\_\_\_\_

Contract Date: \_\_\_\_\_ Contract Amount: \_\_\_\_\_ Bond Amount: \_\_\_\_\_

Description & Project / Contract No.: \_\_\_\_\_

\_\_\_\_\_ Location of Work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Liquidated Damages / Penalties: \_\_\_\_\_ Warranty Length / Period: \_\_\_\_\_

Labor % \_\_\_\_\_ Material % \_\_\_\_\_ Gross Profit % \_\_\_\_\_ Subbed % \_\_\_\_\_

Subcontracted Trades	Approx. Dollar Amount	Bonded?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bid Results (dollar amount): #1 \$ \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Cost to Complete Work in Progress: \$ \_\_\_\_\_ Available Bank Credit: \$ \_\_\_\_\_

Bond Form (check one): Standard Form ( ) Federal ( ) State ( ) AIA ( ) # \_\_\_\_\_