



FINANCIAL SERVICES, INC.



PROVIDING INSURANCE TODAY  
SECURING YOUR TOMORROWS.

## BOND INFORMATION PACKET

### Contractors Bid, Payment and Performance

Accompanying this cover page are most of the documents required to obtain a bond.

A bond is **not** insurance. You are guaranteeing your work product and that you perform and complete the job according to specs.

All of this needs to be completed to obtain a credit line with a bonding company. Along with the attached documents, we will need a complete copy of the Bid, project description, start and completion dates.

Complete copy of the Contract for the final bond.

Bonds DO NOT occur overnight. Please be patient. Your personal credit is what a bonding company looks at. This is just like getting a loan from a bank. It may take several weeks for a large bond. Also, the final Contract may have additional requirements that may mean going to other Bond Brokers.

Updated 05/2010



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CONTRACTOR'S SURETY SURVEY

DATE: \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

- Corporation
Partnership
Limited Partnership
Proprietorship

I. ORGANIZATION AND BACKGROUND

A. Date business formed \_\_\_\_\_ B. Date incorporated \_\_\_\_\_

C. If SUCCESSOR to prior business, name of predecessor organization: \_\_\_\_\_

D. List of officers and key personnel (attach resumés)

Table with 7 columns: NAME, POSITION AND RESPONSIBILITY, AGE, PERCENT OWNERSHIP, YEARS IN CONSTRUCTION, YEARS WITH COMPANY, SOCIAL SECURITY NUMBER

E. List of affiliated, subsidiary or related companies in which this firm or its stockholders have an interest

Table with 4 columns: NAME & ADDRESS, STOCK OWNERSHIP, TYPE OF BUSINESS, ENDORSEMENT BY PRINCIPAL OR STOCKHOLDERS

F. Name surety company presently providing contract bonds and through which agency

G. If change desired, why?

H. What company (companies) was surely prior to present one? (Indicate years.)

I. State limits and carrier of liability, property and compensation insurance.

**II. SCOPE OF OPERATION**

**A. Type of construction engaged in:**

- |                                     |                                     |                                      |                                      |  |
|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> General C. | <input type="checkbox"/> Electrical | <input type="checkbox"/> Sewer       | <input type="checkbox"/> Roofing     | <input type="checkbox"/> Masonry       |
| <input type="checkbox"/> HVAC       | <input type="checkbox"/> Excavating | <input type="checkbox"/> Water Lines | <input type="checkbox"/> Painting    | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Paving      | <input type="checkbox"/> Bridge Work | <input type="checkbox"/> Other _____   |

**B. Geographical area** \_\_\_\_\_

**C. Percentage of work done as:**

|                     |   |
|---------------------|---|
| 1. Prime C. _____ % | Percentage of work bonded: _____ %                |
| 2. Subcont. _____ % | Percentage of work public _____ % private _____ % |

**D. How much of an average job is:**

|                   |                                 |
|-------------------|---------------------------------|
| 1. Sublet _____ % | 2. Made up of materials _____ % |
|-------------------|---------------------------------|

**E. Are bonds required from subcontractors?**  Yes  No When? \_\_\_\_\_

**F. What is the largest work on hand handled in the past year?** \_\_\_\_\_ All time? \_\_\_\_\_ Year: \_\_\_\_\_

**G. What size contracts do you think your organization is best able to handle?** \_\_\_\_\_  
How many? \_\_\_\_\_

**H. Are you a union or non-union contractor?** \_\_\_\_\_

**I. List of largest jobs the firm has completed:**

| CONTRACT PRICE | DESCRIPTION OF JOB | YEAR COMPLETED | BONDED? | OWNER OR GENERAL CONTRACTOR | NAME AND ADDRESS OF ARCHITECT/ENGINEER |
|----------------|--------------------|----------------|---------|-----------------------------|--|
|                |                    |                |         |                             |  |
|                |                    |                |         |                             |  |
|                |                    |                |         |                             |  |
|                |                    |                |         |                             |  |
|                |                    |                |         |                             |  |

**J. Has contractor or any of the owners ever:**

1. Defaulted on a contract?  Yes  No If yes, give details \_\_\_\_\_
2. Caused a surety to pay a loss?  Yes  No If yes, give details \_\_\_\_\_
3. Petitioned for bankruptcy?  Yes  No If yes, give details \_\_\_\_\_

**K. Is this organization presently engaged in any litigation?**  Yes  No If yes, explain \_\_\_\_\_

**L. With respect to present work on hand: (Attach current W.O.H. form.)**

1. Were bids in line with other bidders?  Yes  No If not, give details \_\_\_\_\_
2. Are projects all on schedule?  Yes  No If not, give details \_\_\_\_\_
3. Are any of the jobs in dispute?  Yes  No If yes, give details \_\_\_\_\_

**M. Is equipment adequate for work program desired?**  Yes  No If not, what expenditures are anticipated? \_\_\_\_\_

**III. CREDIT INFORMATION**

**A. Suppliers: List principal suppliers**

| NAME | STREET ADDRESS | CITY & STATE | PHONE |
|------|----------------|--------------|-------|
|      |                |              |       |
|      |                |              |       |
|      |                |              |       |
|      |                |              |       |
|      |                |              |       |

1. Are you presently:  Discounting Bills \_\_\_\_\_%  Paying in 30 Days \_\_\_\_\_%  Paying in 30-60 Days \_\_\_\_\_%  Paying Over 60 Days \_\_\_\_\_%
2. If not Ppt/30, please explain \_\_\_\_\_

**B. Bank**

| NAME & ADDRESS | PHONE | BANK OFFICER | LINE OF CREDIT | AMOUNT PRESENTLY AVAILABLE | NATURE OF SECURITY |
|----------------|-------|--------------|----------------|----------------------------|--------------------|
|                |       |              |                |                            |                    |
|                |       |              |                |                            |                    |
|                |       |              |                |                            |                    |

**C. Accountant**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Person to be contacted \_\_\_\_\_

**IV. FINANCIAL DATA**

ATTACH WORK ON HAND STATEMENT, PERSONAL FINANCIAL STATEMENTS ON ALL OWNERS.

ATTACH LAST 3 FISCAL YEAR-END FINANCIAL STATEMENTS.

IF STATEMENTS ARE NOT AUDITED, PLEASE INCLUDE WITH THE LAST YEAR END STATEMENT SUPPORTING SCHEDULES OF ACCOUNTS RECEIVABLE AND PAYABLE AND SCHEDULE OF BANK ACCOUNTS.

A. Date of organization's year end \_\_\_\_\_

B. What method of accounting is used in preparing statements? \_\_\_\_\_

- % of Completion                       Completed contract                       Simple accrual                       Cash

C. On what basis of accounting are taxes paid? \_\_\_\_\_

- % of Completion                       Completed contract                       Simple accrual                       Cash

D. Have stockholders elected to be considered a "Sub Chapter 'S' Corporation?"                       Yes     No

E. In what year was contractor last checked by I.R.S.? \_\_\_\_\_

F. Is personal Indemnity of the owners/stockholders available?                       Yes     No

(Attach personal financial statements of indemnitors concurrent with fiscal year end of contractor)

**G. Life insurance in force**

| NAME | CARRIER | BENEFICIARY | AMOUNT | SURRENDER VALUE |
|------|---------|-------------|--------|-----------------|
|      |         |             |        |                 |
|      |         |             |        |                 |
|      |         |             |        |                 |

H. Is a buy-sell agreement in effect?

Yes  No If yes, attach copy.

If buy-sell agreement is not available, what are buy-out provisions? \_\_\_\_\_

How is the continuity of the business to be funded? \_\_\_\_\_

I. Have operations been profitable since last statement date?

Yes  No

J. How frequently are job costs reviewed? \_\_\_\_\_ By whom? \_\_\_\_\_

K. Have any changes occurred since last statement date such as purchase of additional equipment or other fixed assets, loans to officers, investments, withdrawals or dividends that would significantly affect the financial condition?

Yes  No

L. Are any new ventures contemplated?

Yes  No

#### V. SURETY CREDIT NEEDS

A. Desired annual sales volume: \_\_\_\_\_ 3 years from now: \_\_\_\_\_

B. Desired maximum uncompleted work-on-hand at any one time: \_\_\_\_\_ 1 year from now: \_\_\_\_\_

C. Desired maximum single job size: \_\_\_\_\_ 1 year from now: \_\_\_\_\_

The information given above is true to the best of my knowledge and belief.

By \_\_\_\_\_ Title \_\_\_\_\_



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CONTRACT, BID OR MAINTENANCE BOND APPLICATION

OFFICE AGENT PREMIUM BOND NO

NOTE

- (a) Copy of contract, specifications, and applicant's financial statement must accompany this application.
(b) All questions must be answered fully.
(c) The Company reserves the right to decline this application and to withhold reason for declination, as all information relative thereto is regarded as confidential.

FULL NAME OF APPLICANT (If corporation, give exact title)

BUSINESS ADDRESS (Street, City and State)

NAME AND ADDRESS OF OBLIGEE TO WHOM BOND IS TO BE GIVEN

CONCISE DESCRIPTION OF PROPOSED WORK, AND LOCATION

CONTRACT OR BID PRICE DATE BIDS TO BE OPENED DATE OF AWARD

The following kinds and amounts of bonds are required:

BID BOND PERFORMANCE BOND LABOR AND MATERIAL BOND MAINTENANCE BOND OTHER
TIME FOR COMPLETION PENALTY FOR DELAY TERMS OF PAYMENT AND RETAINED PERCENTAGE

List all other bids, including highest and lowest.

Table with 3 columns: NAME, ADDRESS, AMOUNT OF BID

NAME AND ADDRESS OF ARCHITECT OR ENGINEER IN CHARGE

HIS ESTIMATE OF COST OF WORK YOUR ESTIMATE OF COST

Will you sublet any part of the work? If so describe below:

Table with 4 columns: AMOUNT, CHARACTER OF WORK, NAME OF SUB-CONTRACTOR, ADDRESS

WILL YOU REQUIRE SUB CONTRACTORS TO GIVE BONDS? CORPORATE OR PRIVATE?

2500 Mendelssohn Ave. N., Golden Valley, MN 55427

(Continued)

TERMS AND DURATION OF GUARANTEES OF EFFICIENCY, MAINTENANCE AND REPAIRS, IF ANY, IN CONTRACT OR SPECIFICATIONS

IS MAINTENANCE TO BE COVERED BY THIS BOND?

NUMBER OF YEARS EXPERIENCE AS A CONTRACTOR

(For Yourself)

(For Others)

List two or three of largest contracts completed in your name.

| CONTRACT PRICE | TYPE OF CONSTRUCTION | NAME AND ADDRESS OF OWNER | NAME AND ADDRESS OF ENGINEER OR ARCHITECT |
|----------------|----------------------|---------------------------|---|
|                |                      |                           |   |
|                |                      |                           |   |
|                |                      |                           |   |

Give information below about all contracts underway, including any outstanding bids.

| NATURE OF WORK AND OWNER | LOCATION | CONTRACT PRICE | % COMPLETED | EXPECTED COMPLETION DATE |
|--------------------------|----------|----------------|-------------|--------------------------|
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |
|                          |          |                |             |                          |

HAVE YOU APPLIED TO ANY OTHER COMPANY FOR THIS BOND? (If so, state when, to whom, and with what result)

HAVE YOU FURNISHED BID OR PERFORMANCE BONDS BEFORE? (If so, give names of surety companies and state what bonds are now outstanding)

HAVE YOU EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? (If so, give details)

Have you, or if a firm or corporation, has said firm or corporation, or any firm or corporation or individual to which it is a successor or any member of said firm, ever compromised with its or his creditors or become bankrupt or in any other way become discharged from its or his debts otherwise than by payment thereof in full? (If so, state details thereof, in full, in confidential letter to be annexed.) YES  NO

DO YOU CARRY FIDELITY BONDS ON YOUR EMPLOYEES WHO HANDLE FUNDS?

ON THE WORK FOR WHICH THIS BOND IS WRITTEN WILL YOU CARRY THE FOLLOWING INSURANCE?

- PUBLIC LIABILITY
- PROPERTY DAMAGE
- COMPENSATION OR EMPLOYER'S LIABILITY
- FIRE

**AGREEMENT OF INDEMNITY**

This Agreement entered into by and between the undersigned, herein called the Indemnitors, and Surety, herein called the Company, witnesseth:  
WHEREAS, the Company is authorized to transact the business of suretyship and execute as surety undertakings, bonds, and other writings obligatory in the nature of bonds; and



# Bond Request Form

Approved \_\_\_\_\_ Declined \_\_\_\_\_  
By \_\_\_\_\_

## General Information

Contractor: \_\_\_\_\_  
 \_\_\_\_\_  
 Obligee: \_\_\_\_\_  
 Complete Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Job Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Bond Information

Type Bond: Bid \_\_\_\_\_ % Performance \_\_\_\_\_ Payment \_\_\_\_\_ Form \_\_\_\_\_ Copies \_\_\_\_\_  
 Bid Date: \_\_\_\_\_ Contract Date: \_\_\_\_\_ Bond Date: \_\_\_\_\_  
 Est Contract Amt. \$ \_\_\_\_\_ Contract/Bond Amt. \$ \_\_\_\_\_

| Maintenance Period | Probable Term | Penalty | Retainage |
|--------------------|---------------|---------|-----------|
|                    |               |         |           |

Work on Hand as of \_\_\_\_\_

| Results and Bidders' Names | Amount |
|----------------------------|--------|
| Low                        |        |
| 2 <sup>nd</sup>            |        |
| 3 <sup>rd</sup>            |        |
| Highest                    |        |
| Engr's Estimate            |        |

| Job | Amount | Incomplete |
|-----|--------|------------|
|     |        |            |
|     |        |            |
|     |        |            |
|     |        |            |



## Financial Statement

AS OF \_\_\_\_\_

Financial Statement of \_\_\_\_\_

Individual or Husband/Wife  
 Partnership     Corp.  
 SS# \_\_\_\_\_

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

The financial information is given to secure a bond for the individual or firm named above.

The financial information is given because I/we are acting as an indemnitor for \_\_\_\_\_

The following statement of assets and liabilities as of \_\_\_\_\_, 20\_\_\_\_

| CURRENT ASSETS                                       |           | CURRENT LIABILITIES  |           |
|--|-----------|--|-----------|
| Cash on hand (not in bank) _____                     |           | Notes payable (Schedule 4) _____   |           |
| Cash in following banks (names and addresses): _____ |           | Accounts payable to (name and addresses): _____                            |           |
|  |           |  |           |
| Stocks and Bonds (Schedule 1) _____                  |           |  |           |
| Accounts receivable (Schedule 2) _____               |           |  |           |
| Notes receivable (Schedule 3) _____                  |           |  |           |
| Other current assets (itemize): _____                |           | Current portion of long term debt _____                                    |           |
|  |           | Other current liabilities (itemize): _____                                 |           |
|  |           |  |           |
|  |           |  |           |
| <b>TOTAL CURRENT ASSETS</b>                          | <b>\$</b> | <b>TOTAL CURRENT LIABILITIES</b>   | <b>\$</b> |
| FIXED ASSETS   |           | LONG TERM LIABILITIES  |           |
| Real estate (Schedule 5):                            |           | Real estate debt (Schedule 5):   |           |
| Residence _____                                      |           | Residence _____  |           |
| Other _____  |           | Other _____  |           |
| Cash value of life insurance (Schedule 7) _____      |           | Borrowed on life insurance (Schedule 7) _____                              |           |
| Business vehicles and equipment (Schedule 6) _____   |           | Owing on vehicles and equipment (Schedule 6) _____                         |           |
| Other assets and investments (itemize): _____        |           | Other long term debt (itemize): _____                                      |           |
|  |           |  |           |
|  |           |  |           |
| <b>TOTAL FIXED ASSETS</b>                            | <b>\$</b> | <b>TOTAL LONG TERM LIABILITIES</b>   | <b>\$</b> |
| <b>TOTAL ASSETS</b>                                  | <b>\$</b> | <b>NET WORTH</b>   | <b>\$</b> |
| <b>IF A BUSINESS:</b>                                |           | <b>IF AN INDIVIDUAL:</b>   |           |
| Net sales _____                                      |           | Annual income _____  |           |
| Net profit _____                                     |           | Annual income taxes _____  |           |
| Drawings or owner's salary _____                     |           | Liability as an endorser, guarantor<br>or co-maker on loans or notes _____ |           |
| Contingent liabilities _____                         |           | Name of spouse _____   |           |

Use of company financial statement forms is not mandatory. They are made available as guides to the type of information needed. Signed statements on comparable bank forms, or on your accountant's letterhead, are equally acceptable under most circumstances. Fiscal or year-end statements are preferred. Schedules should be completed where they are meaningful. When in doubt, ask your agent about the company's specific requirements for the type of credit which you need.

**1. STOCKS AND BONDS**

| Name of Security | No. Shares | If any pledged, State to Whom and for What Purpose | Dividends Paid Last Two Years | Market Value | Book Value |
|------------------|------------|--|-------------------------------|--------------|------------|
|                  |            |  |                               |              |            |
| <b>TOTALS \$</b> |            |  |                               | \$           | \$         |

**2. ACCOUNTS RECEIVABLE**

| Name and Address (street and city) From Whom Due | For What Is It Due | When Sold | When Due | Amount |
|--|--------------------|-----------|----------|--------|
|  |                    |           |          |        |
| <b>TOTAL \$</b>                                  |                    |           |          | \$     |

**3. NOTES RECEIVABLE**

| Name and Address (street and city) From Whom Due | For What Due | How Secured | Date | Maturity | Amount |
|--|--------------|-------------|------|----------|--------|
|  |              |             |      |          |        |
| <b>TOTAL \$</b>                                  |              |             |      |          | \$     |

**4. NOTES PAYABLE**

| Name and Address (street and city) From Whom Due | For What Due | How Secured | Due Date | Amt. Monthly Payments | Amount |
|--|--------------|-------------|----------|-----------------------|--------|
|  |              |             |          |                       |        |
| <b>TOTAL \$</b>                                  |              |             |          |                       | \$     |

**5. REAL ESTATE**

| Description of Property | Title in Name of | Market Value | Cost | Depreciation Charged Off | Book Value | Amount Encumbrance | Monthly Payments | Monthly Income |
|-------------------------|------------------|--------------|------|--------------------------|------------|--------------------|------------------|----------------|
|                         |                  |              |      |                          |            |                    |                  |                |
| <b>TOTALS \$</b>        |                  | \$           | \$   | \$                       | \$         | \$                 | \$               | \$             |

**6. EQUIPMENT**

| Description and Capacity of Items | Year Mfg'd | Year Purch | Purchase Price | Depreciation Charged Off | Book Value | Encumbrance | Amt. Monthly Payment |
|-----------------------------------|------------|------------|----------------|--------------------------|------------|-------------|----------------------|
|                                   |            |            |                |                          |            |             |                      |
| <b>TOTALS \$</b>                  |            |            | \$             | \$                       | \$         | \$          | \$                   |

Total Appraised Value - By whom and Date: \_\_\_\_\_ \$

**7. LIFE INSURANCE - CASH VALUE**

| Name of Company | Policy | Name of Insured | Beneficiary | Face Value | Cash Value | Amount Borrowed |
|-----------------|--------|-----------------|-------------|------------|------------|-----------------|
|                 |        |                 |             |            |            |                 |

NOTE IF A CORPORATION, SIGN CORPORATE NAME BY AN AUTHORIZED OFFICER, AND IMPRESS CORPORATE SEAL. IF A PARTNERSHIP, EACH MEMBER OF FIRM SHALL AFFIX SIGNATURE BELOW FIRM NAME

ATTEST