



UNDER **200** K

Performance Bonds Up to \$200,000

- **Streamlined Program**
- **Minimal Paperwork**
- **Flexible Underwriting**
- **Competitive Rates**
- **Attractive Commissions**
- **CBIC is an "A" Rated & T-Listed Surety and Insurance Company**

We appreciate the opportunity to consider bonding for you. To expedite this application, please give special attention to filling out all questions as completely as possible. We consider phone and FAX numbers of suppliers, subs, etc. particularly important. Leaving phone numbers out will delay consideration of this application.

Although bonds are issued by insurance companies through their agents, they are quite different from insurance transactions in at least one major respect. In order for your company to obtain a bond, owners, their wives and sometimes additional indemnitors must sign a general indemnity agreement. Among other things, this agreement provides that, should the insurance company pay any money out because of a claim on the bond, each individual indemnitor is legally bound to reimburse the insurance company for all of its expenditures. This is why Contractors Bonding and Insurance Company asks detailed questions to determine the ability of your company and its owners and others to meet their contractual obligations and pay all bills.



**Call for a branch
near you:
(888) 283-CBIC**

The following application is designed to furnish the information necessary for this program. When completed, please provide:

- 1) Last Fiscal Year End company financial statement and company statement less than six months old (both balance sheet and income statement).
- 2) Current personal financial statement on each owner.
- 3) The invitation to bid or copy of the contract with any bond form required.

Questionnaire for Contract Bonding

INSTRUCTIONS: This form must be completed by first time applicants and those applicants who have not completed this form within one year.

Agent/Producer _____

Phone (_____) _____

FAX (_____) _____

E-Mail _____

1. Company _____
The company name is the entity for which bonding is requested and must be its legal name.

2. Company Address _____

City _____ State _____ Zip _____

Co. Phone No. (_____) _____ Co. Fax No. (_____) _____ E-Mail _____

3. How Long in business? _____ If incorporated, incorporation date ____/____/____ State _____

4. Subsidiaries or Affiliates: _____

5. List all owners, officers and/or partners of the company:

Name _____ Name _____

Title _____ % Ownership _____ Title _____ % Ownership _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Home Phone # _____ Home Phone # _____

SS# _____ SS# _____

Spouse Name _____ Spouse Name _____

SS# _____ SS# _____

6. Key Employees (i.e. Estimators, Project Managers, etc..) _____
Years Experience _____ Prior Employer _____

7. List the three largest contracts completed in the last five years:

Owner	Kind of Work and Location	Contact Person/ Phone Number & Fax Number	Approximate Contract Price	Year Completed	Final Gross Profit
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8. a. List the two largest jobs you presently have underway, giving the following information:

Owner or General	Contact Person/ Phone Number & Fax Number	Kind of Work and Location	Contract Price	% Complete	Date to be Completed
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b. Total Uncompleted Work On Hand \$ _____

c. Do you have any receivables, as of this date, over 60 days? Yes _____ No _____. If yes, give details.

9. List the major suppliers and subcontractors with whom you have done business within the last 12 months:

Name of Account Payable	Amount Owed	% Over 60 Days	Contact Person/ Phone Number & Fax Number
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10. List names, phone numbers and fax numbers of architects and engineers familiar with your work (If a subcontractor list general contractors) :

11. Attorney's name _____ Phone (_____) _____ Fax (_____) _____
Accountant's name _____ CPA? _____ Phone (_____) _____ Fax (_____) _____
Fiscal Year End _____ . Basis of financial statements: Cash Completed Job Accrual % of Completion

12. Liability Insurance Company _____ Agent's Name _____
Expiration Date ____ / ____ / ____ Agent's Phone (_____) _____ Agent's Fax (_____) _____

13. Operations

- a. Type of work you perform: _____
- b. Trades performed in house: _____
- c. Trades subcontracted: _____
- d. What percentage of an average job is Labor? ____ Material? ____ Subcontracted? ____
- e. Do you have adequate equipment? ____ Yes ____ No ____ Owned ____ Leased
- f. Territory (present and planned) _____
- g. Largest work on hand in the past \$ _____ Year _____ No. Jobs _____
- h. Average job size \$ _____ Average total work on hand \$ _____
- i. Bonding capacity desired: single job size \$ _____ Total work on hand \$ _____

14. Disputes, Financial Difficulties, Problems, Etc.

	Company	Any officer, owner or partner
a. Failed in business or declared bankruptcy?.....	Yes ___ No ___	Yes ___ No ___
b. Failed to complete a job or been assessed with delay damages?....	Yes ___ No ___	Yes ___ No ___
c. Been in claim with a Surety?.....	Yes ___ No ___	Yes ___ No ___
d. Been involved in any lawsuits in the last 5 years?.....	Yes ___ No ___	Yes ___ No ___
e. Been involved in any disputes in the last 5 years?.....	Yes ___ No ___	Yes ___ No ___
f. Been delinquent in payment of any taxes?.....	Yes ___ No ___	Yes ___ No ___
g. Do you have any corporate or personal assets held in trust or escrow accounts?.....	Yes ___ No ___	Yes ___ No ___
h. Are any business or personal assets restricted or pledged for any purpose (i.e. collateral for a loan, etc.)?.....	Yes ___ No ___	Yes ___ No ___
i. Bonded or declined bonding in last three years?.....	Yes ___ No ___	Yes ___ No ___

Explain all "yes" answers fully below or attach explanation

15. There have ____ or have not ____ been **IMPORTANT CHANGES** since the date of the last financial statement.* If there have been **IMPORTANT CHANGES**, a copy of the last financial statement with notes explaining the **IMPORTANT CHANGES** must be attached, and the notes must be signed by an owner or officer of the company.

**IMPORTANT CHANGES that must be reported are changes exceeding 25% in the following categories: net worth, cash, accounts receivable, inventory, accounts payable, notes payable and taxes due.*

The following statement must be signed by an owner or officer of the company for which bonding is being requested.

I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I authorize you to investigate the credit, character, capacity and capital of the company and its employees and owners for bonding purposes.

Date _____ Signature and Title _____

CONTRACTORS BONDING AND INSURANCE COMPANY

Personal and Company BANK AUTHORIZATION LETTER

CONTRACTOR:

In order to help us fully evaluate your PERSONAL and/or COMPANY financial condition, please complete this **TOP** section. By signing and dating this form, you are authorizing your bank(s) to release to us the following information:

- A) History with your bank;
- B) Current and average account balances;
- C) Amount in CDs;
- D) Line(s) of credit and terms: Prompt payments? Secured by? Available balance?;
- E) Loan(s) and terms: Prompt payments? Secured by?;
- F) New loans under consideration.

TO: BANK #1 BANK #2
Name _____ Name _____
Address _____ Address _____
City _____ Zip _____ City _____ Zip _____
Bank Officer _____ Bank Officer _____
Phone (____) _____ Phone (____) _____
FAX (____) _____ FAX (____) _____
Account #s _____ Account #s _____

I understand that this authorization is a continuing authorization, and that the bank is hereby instructed to provide Contractors Bonding and Insurance Company with information requested, whenever requested and whether requested orally or in writing, unless and until I give the bank written instructions to the contrary.

Print Name/Company

Signature

Date

FOR BANK USE ONLY:

CBIC is considering a \$ _____ single bond and/or \$ _____ aggregate bond line.

The person(s)/company above have authorized you to release to Contractors Bonding and Insurance Company the information herein. Please complete the section below and return to the CBIC office listed at the bottom of this page.

Type of Acct. _____	Type of Acct. _____
Opening Date _____	Opening Date _____
Current Balance \$ _____	Current Balance \$ _____
Average Balance \$ _____	Average Balance \$ _____
Rating _____	Rating _____
# of NSF _____	# of NSF _____

Line of Credit Established \$ _____ CDs \$ _____

Secured By _____

Current Portion Borrowed \$ _____

Expiration Date _____

Open Loans: #1

Original Balance \$ _____

Current Balance \$ _____

Payments \$ _____

Secured By _____

Maturity Date _____

Opening Date _____

Open Loans: #2

Original Balance \$ _____

Current Balance \$ _____

Payments \$ _____

Secured By _____

Maturity Date _____

Opening Date _____

Comments:

By _____

Bank Officer's Signature

Date