



3419 Via Lido Ste 424 Newport Beach CA 92663

Office (949) 258-9800 Fax (949) 258-9801

## CONTRACTOR QUESTIONNAIRE

*We are sensitive of the time investment required to gather the necessary information to secure  
Surety credit and we thank you for your time and efforts.*

### ORGANIZATION

Contractor's Name:			
Address:			
Telephone:		Fax #	
Date Business Started :		Year of Incorporation:	Tax ID:
Contractors License No:		State	

### PRINCIPALS OF COMPANY

Name	DOB	Social Security Number	Position	Yrs w/ Co	Yrs in Const	% Owned
Home Address:			Spouse's Name			

Name	DOB	Social Security Number	Position	Yrs w/ Co	Yrs in Const	% Owned
Home Address:			Spouse's Name			

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Have there been any changes in ownership over the past two (2) years? Yes / No  
If so, what changes have occurred?

Do the above principals have a majority (50% or more) ownership position in any other companies? Yes / No  
If so, what is the ownership %, name of company and type of business?

Is the company a beneficiary of any life insurance policies? Yes / No  
If so, what amount?

Do you have a continuity plan? Yes / No

Who will be your successor and what are his/her qualifications?

What type of construction do you consider your company's core type of business? (*primary trades, type of work, typical owner, acquisition process, number of jobs, etc.* )

Type of work done with own forces:

Type of work Subcontracted:

Is your company Union? Yes / No

If yes, which union(s)?

What percentage of work is performed as a prime?

What percentage of work is performed as a subcontractor?

What is the normal geographic area in which your company solicits work?

Has there been any significant changes or anticipated changes in the type of construction performed over the past couple years?

### KEY PERSONNEL (*Attach brief resumes if available*)

Name	Position	Yrs w/Co	Yrs in Construction	Previous Employer
	Estimator			
	Project Mgr			
	Project Mgr			
	Superintendent			
	Superintendent			
	Superintendent			
	Controller			

What is the largest backlog carried by the company: \$

#of Jobs

Year

Has your company ever failed to complete any work awarded to them? Yes / No



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If yes, why?

Has any principal of your organization ever failed to complete a construction contract? Yes / No

If yes, why?

Has company, affiliated company, or an owner ever filed for bankruptcy? Yes / No

In receivership? Yes / No

Any open disputes on contracts or payment of labor or material bills? Yes / No

If yes, please explain:

Are any liens for labor, material or taxes filed against company on any contracts, which have been completed or still remain open? Yes / No

If yes, please explain:

Are there any projects in the early stages of completion that had a bid spread in excess of 10%? If yes, please provide a brief explanation.

### REFERENCES

#### Suppliers/Subcontractors

	Name	Contact Person	Phone #	Material/Service
1				
2				
3				

#### Architect/Engineer

	Name	Contact Person	Phone #	Project
1				
2				
3				

### THREE LARGEST PROJECTS COMPLETED AS OF TODAY'S DATE

	Name of Project	Year	Contact Person	Phone Number	Job Description	Contract Price	Gross Profit
1							
2							
3							

### BANK CREDIT



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**CONTRACTOR QUESTIONNAIRE**

Name of Bank		Account Executive	
Address		Phone #	
Account Information:	Checking Acct. #	Saving Acct. #	
Working Capital Line		Amount Outstanding	Exp Date:
Security on Line		Numbers of years your firm has utilized the above named Bank?	

**ACCOUNTING**

Name of Accounting Firm	
Contact Person	Phone #
Number of Years with Accounting Firm	Fiscal Year End Date
Revenue Basis of Financial Statement: Cash <input type="checkbox"/> Straight Accrual <input type="checkbox"/> Comp. Contract <input type="checkbox"/> % <input type="checkbox"/>	
Revenue Basis of Tax Return: Cash <input type="checkbox"/> Straight Accrual <input type="checkbox"/> Comp. Contract <input type="checkbox"/> % <input type="checkbox"/>	
Is your company a "Sub S" Corp.? Yes / No	If yes, when did corp. obtain "Sub S" Status?
Does your company maintain individual job cost records? Yes / No	
How often is financial information produced by your CPA?	In-house?
Does your company reference all invoices/payments with a specific job #?	
What is the company's payment policy?	
When does the company do their closings? Annual <input type="checkbox"/> Semi-annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/>	
How often is the cost-to-complete adjusted on open jobs?	
Who is involved in the adjustments regarding the cost to complete on projects?	

**CURRENT SURETY**

Name of Surety Company		Agent/Broker/Phone	Has Surety incurred any losses?
Program:	Single \$	Aggregate \$	
Rate:	Conditions:		
Reason for considering a change:			

**SURETY NEEDS**

Individual Project Size		
Aggregate uncompleted backlog at any one time ( <i>cost to complete on open jobs</i> )		
Typical mix of work:	% Bonded work	% Non-bonded work
What is the optimum number of projects on hand at any given time?		Frequency of Bid Bond Requests

**BUSINESS MANAGEMENT***Does your firm prepare any of the following (please check where applicable):*



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## CONTRACTOR QUESTIONNAIRE

- |   |   |
|---|---|
| <input type="checkbox"/> Monthly Balance Sheet                | <input type="checkbox"/> Manpower schedule                  |
| <input type="checkbox"/> Monthly Profit & Loss Statement      | <input type="checkbox"/> Equipment utilization schedule     |
| <input type="checkbox"/> Cash Flow Analysis                   | <input type="checkbox"/> Equipment maintenance schedule     |
| <input type="checkbox"/> Create and Monitor a Fiscal Budget   | <input type="checkbox"/> Monthly Work in Progress schedules |
| <input type="checkbox"/> Monthly Aging of Accounts Receivable |   |

How many projects/crews are you running as of the last year?	And current year?
Current number of field employees?	Last Year?
Current number of Project Managers?	Last Year?
Current number of Superintendents/Foreman?	Last Year?

What computer software system is being utilized by your firm?
How long has the system been in place?

*Please attach a copy of the most current month's Balance Sheet, P&L, and Work In Progress report.*

### INFORMATION REQUIREMENTS

*In order for us to respond timely to your request for credit, please enclose:*

1	Last three (3) CPA Fiscal Year End Statements.	5	Current Personal Financial Statement & most recent federal tax return
2	Most Recent in-house balance sheet, profit & Loss statement & work in progress schedule	6	Current Bank Line of Credit
3	Copy of Latest Federal Corp. Tax Return.	7	Resumes on key personnel.
4	Copy of Current ACORD Certificate of Insurance.	8	Current aging of A/R and A/P.

In order for the Surety to assess the Applicant in connection with the possible issuance of a surety bond, it may be necessary to obtain information from third party sources. We hereby authorize the Surety to secure consumer credit reports from consumer reporting agencies and/or make such pertinent inquiries as may be necessary from other sources in order to verify the information supplied to the Surety. "Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, knowingly includes any false or misleading information on an application for an insurance policy is guilty of insurance fraud and is subject to criminal and civil penalties." Please have the Principals of the company sign below:

Signed and Dated

Signed and Dated

Thank you for your thoroughness in completing this application as well as attaching the necessary information. Your efforts will enhance and maximize the potential surety credit available for your company.