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CONTRACTOR QUESTIONNAIRE

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

I. ORGANIZATION

Contractor's Name _____
 Address: _____
 Telephone # _____ Fax # _____
 Date Business Started _____ Year of Incorp. _____ Tax I.D. # _____
 Organization Type (C-Corp, S-Corp, LLC, etc) _____ License # _____

Principals of Company (Attach separate sheet if necessary)

Name	Address	Social Security #	% Ownership	Married? Y/N

Are any assets held in a personal trust? Y/N _____ If yes, name of trust _____

Have there been any changes in ownership over the past two (2) years? Y/N _____ If so, what changes have occurred? _____

Do the above principals have a majority (50% or more) ownership position in any other companies? Y/N _____ If so, what is the ownership %, name of company, and type of business? _____

Is the company a beneficiary of any life insurance policies? Y/N _____ If so, what amount? _____

Do you have a continuity plan? Y/N _____ 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.) _____

% of work performed for public owners _____
 % of work performed for private owners _____
 % of work performed as a prime _____
 % of work performed as a sub _____
 What is the size of most jobs? _____
 What is the duration of most jobs? _____
 Discuss any recent changes in the nature, size, or scope of operations _____

Type of work done in house: _____
 Type of work Subcontracted: _____

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

Key Personnel (Attach brief resumes)

Name	Year of Birth	Positions	Years w/ Company	Years 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? _____
 If yes, why? _____

Has any principal of your organization ever failed to complete a construction contract? Y/N _____
 If yes, please explain. _____

Has company, affiliated company, or an owner ever filed for bankruptcy? Y/N _____ In receivership? _____

Any open disputes on contracts or payment of labor or material bills? Y/N _____

Are any liens for labor, material or taxes filed against company on any contracts, which have been completed or still remain open? Y/N _____

II. REFERENCES

Suppliers/Subcontractor

Name of Suppliers/Sub.	Contact Person	Phone #	Material/Service
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

III. THREE LARGEST PROJECTS COMPLETED AS OF TODAY'S DATE

<u>Year</u>	<u>Name of Project</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Job Description</u>	<u>Contract Price</u>	<u>Gross Profit</u>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____

IV. JOB LOSSES

List jobs that resulted in a significant loss. Describe the details, why the loss occurred, and lessons learned:

V. BANK CREDIT

Name of Bank _____ Account Exec. _____
Address _____ Phone # () _____
Account Information: Savings Acct. # _____ Checking Acct. # _____
Working Capital Line _____
Security on Line _____
Number of years your firm has utilized the above named bank? _____

VII. ACCOUNTING

Name of Accounting Firm _____
Contact Person _____ Phone # () _____
Fiscal Year End Date _____

Revenue Basis of Financial Statement: Cash Straight Accrual Comp. Contract Percent Completed

Revenue Basis of Tax Return: Cash Straight Accrual Comp. Contract Percent Completed

Is your company a "Sub S" Corp? If yes, when did corp. obtain "Sub S" Status? _____
 Does your company maintain individual job cost records? Y/N _____
 How often is financial information produced by your CPA? _____ in-house? _____
 When does the company do their closings? Annual ____ Semi-Annual ____ Quarterly ____ Monthly ____
 Who is involved in the adjustments regarding the cost to complete on projects? _____

VI. CURRENT SURETY

<u>Name of Surety Company</u>	<u>Agent/Broker</u>	<u>Did Surety incur any losses?</u>
_____	_____	_____

Program: Single \$ _____ Aggregate \$ _____

Rate: _____ Conditions: _____

Reason for considering a change: _____

VII. SURETY NEEDS

Individual Project Size _____
 Aggregate uncompleted backlog at any one time _____

Typical mix of bonded work _____% and non-bonded work _____%

What is the optimum number of projects on hand at any given time? _____

Frequency of Bid Bond Requests _____

IX. 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.
2. Most Recent in-house balance sheet, Profit & loss statement & work in progress schedule.
3. Copy of Latest Federal Corp. Tax Return.
4. Copy of Current Acord Ceritifcate of Insurance.
5. Current Personal Financial Statement.
6. Resumes on key personnel.
7. Current aging of A/R and A/P
8. Copy of company business plan (if applicable)

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. The undersigned hereby expressly authorize Surety Solutions Insurance Services, Inc. and/or companies Surety Solutions Insurance Services, Inc. uses to obtain bonds, (collectively Surety Solutions) to assess its credit records and to make such pertinent inquiries as may be necessary from third party sources for the following purposes:

- 1. To verify information supplied to Surety Solutions**
- 2. For underwriting purposes; and**
- 3. In the event Surety Solutions issues any surety bonds for or on behalf of, upon receipt of a notice of claim or potential claim, for debt collection.**

“Any person who includes any false or misleading information on an application for an insurance policy 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.