

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Contractor's Surety Application/ Questionnaire

GENERAL INFORMATION:

Contractor: _____ (as name appears on license) Type: _____ (Corporation, Partnership, Proprietorship)

Address: _____ Phone: (_____)

Date Business Formed: _____ Date/State Incorporated: _____ Tax I.D. No.: _____

Type of Work Performed: _____

Percent Subcontracted: _____ Trades Subcontracted: _____

Geographic Area Served: _____

Is the company, its owners or officers connected with other companies, partnerships or ventures?: Yes: _____ No: _____

If yes, list them and describe relationship: _____

OWNERS, OFFICERS, KEY EMPLOYEES AND THEIR SPOUSES: ATTACH RESUMES

<u>Name/Spouse</u>	<u>Age</u>	<u>Title</u>	<u>% Ownership</u>	<u>Social Security Number(s)</u>
1				/
2				/
3				/
4				/
5				/

How long in business under present ownership/management?: _____ Is there key man life insurance?: Y/N: _____

Is there a buy/sell agreement or job completion plan? Y/N: _____ On whom: _____

If yes, please provide documentation. Amount: _____

What is the largest amount of uncompleted work on hand at any one time in the past?: \$ _____

No. of jobs: _____ Year: _____

LIST THE FIVE LARGEST CONTRACTS COMPLETED IN THE PAST FIVE YEARS:

<u>Owner (Incl. contact person)</u>	<u>Phone Number</u>	<u>Job</u>	<u>Contract Price</u>	<u>Profit</u>	<u>Compl. Date</u>
1					
2					
3					
4					
5					

Has the company (or an owner/officer) ever failed to complete a contract?(y/n): _____ Cause a Surety a loss?(y/n): _____

If yes, explain: _____

LIST THE THREE LARGEST CONTRACTS CURRENTLY IN PROGRESS:

<u>Owner (Incl. contact person)</u>	<u>Phone Number</u>	<u>Job</u>	<u>Contract Price</u>	<u>Est. Profit</u>	<u>Est. Compl.</u>
1					
2					
3					

LIST THREE ARCHITECTS OR ENGINEERS THAT YOU HAVE WORKED WITH IN THE PAST THREE YEARS:

<u>Name (Incl. contact person)</u>	<u>Phone Number</u>	<u>Job</u>	<u>Contract Price</u>	<u>Profit</u>	<u>Compl. Date</u>
1					
2					
3					

LIST PRIOR BONDING COMPANIES AND REASON FOR CHANGE:

<u>Name</u>	<u>Reason for change</u>	<u>Dates</u>
1		
2		

Has the company, or any of its owners and officers, ever been in bankruptcy or receivership?: Yes: _____ No: _____
 If yes, please explain:

Are any liens filed against the company, or is the company, an owner or officer, presently involved in litigation?: Yes: _____ No: _____
 If yes, please explain:

LIST MAJOR SUPPLIERS:

<u>Name</u>	<u>material/service provided</u>	<u>complete address</u>	<u>phone number</u>
1			
2			
3			
4			
5			

ACCOUNTING:

When is your Fiscal Year End?	When is your tax year end?	On which method are taxes paid? Cash _____ Accrual _____ Compl. Contract _____ % _____
Who prepares your tax returns? CPA _____ Public Accountant _____ Tax Service _____ Internal _____	Name of CPA firm, contact and phone number	
Who prepares your financial statements? CPA _____ Public Accountant _____ Bus. Service _____ Internal _____	Same CPA for tax returns and financial statements?(y/n):	
On what method are the statements prepared? % _____ Accrual _____ Cash _____ Other _____	How Often?	Does your office have a full time accountant? <u>Yes _____</u> <u>No _____</u>

Describe your job cost record keeping system

BANKING:

Name of bank:	Loan Officer:
Address:	Phone Number:
Amount of line of credit \$	How Secured?
Expiration date:	Amount in use \$
Checking/Savings account number(s):	

ATTACH A TERMS AND CONDITION LETTER SIGNED BY THE LOAN OFFICER

I/WE AUTHORIZE THE SURETY TO INVESTIGATE THE INFORMATION PROVIDED ON THIS APPLICATION. WE UNDERSTAND THAT INQUIRIES WILL BE MADE TO VERIFY PAST PERFORMANCE AND CREDIT HISTORY, AND THAT SURETY WILL ORDER CREDIT REPORTS ON THE COMPANY, ITS OWNERS, OFFICERS AND THEIR SPOUSES.

THE SURETY MAY BE REQUESTED TO PROVIDE DOCUMENTATION TO A CREDITOR THAT IT HAS AUTHORIZATION TO CONDUCT SAID INVESTIGATION, AND THE UNDERSIGNED HEREBY CONSENTS TO THE RELEASE OF THIS QUESTIONNAIRE TO SAID CREDITOR(S). THIS APPLICATION HAS BEEN GIVEN TO INDUCE SURETY TO EXTEND CREDIT, AND THE OFFICER SIGNING BELOW ATTESTS TO THE TRUE AND ACCURATE REPRESENTATIONS MADE HEREIN.

SIGNED THIS _____ DAY OF _____, 19_____.

Signature: _____ Name and Title: _____

Agent: