

CONTRACT BOND APPLICATION

In order to underwrite this application quickly, please provide the following items:

1. **Contractors Questionnaire:** we prefer our form, attached, but will accept other current forms.
2. **Business financial Statements:** last fiscal year end and if the fiscal year end is older than six months, then we would like an interim statement also. The statements include both a balance sheet and a profit & loss statement.
3. **Personal Financial Statements:** are needed for the owner of a sole proprietorship, all partners of a partnership or all stockholders of a corporation who own more than 10% of the company stock.
4. **Work in Progress Schedule/Current Work on Hand:** our form attached, if needed.
5. **Checking and Savings Bank Statements for both Business and Personal Accounts.**
6. **Blanket Credit Authorization Form:** attached.
7. **Bond Request:** if a bid bond is required, complete the attached “BID BOND REQUEST” form. If performance and/or payment bonds are required, we need a copy of the award letter, copy of the contract, and bond forms if the obligee requires their forms be used.

We thank you in advance for supplying all of the information requested above. In some cases, we may require additional information.

A General Indemnity Agreement needs to be dated, signed, and acknowledged by a notary public prior to the release of the bond(s).

If you have any questions or concerns, please don't hesitate to call us. Our **Bond Department** is here to service your needs!