

## BONDING CHECKLIST

*Establishing a bonding line relationship is similar to requesting a bank line of credit. Much of the same information is required as follows:*

- ✓ A completed Contractor Questionnaire - see attached.
- ✓ Copies of the last three year end business financial statements (CPA Reviewed/Percentage of Completion basis – if available)
- ✓ A current listing and aging of accounts receivables and payables.
- ✓ A copy of the business quarterly or six-month interim financial statement.
- ✓ A completed business Bank Letter – see attached. (Fill out and sign top portion only and return.)
- ✓ A schedule of work in progress and completed jobs - see attached.
- ✓ A personal financial statement on all owners with 20% or more interest in the company – see attached.
- ✓ A copy of the specifications and dollar amount of prospective jobs to be bid if any. (See attached bid/final bond request form.)
- ✓ A personal resume on you and any other principals of the company.

*The following items may not be necessary, and we will request them later, if needed:*

- ✓ A brief narrative on the company, i.e. history, date started, predecessor entities, current ownership, number of employees, etc.
- ✓ A copy of business corporation papers.
- ✓ A copy of insurance certificate evidencing business insurance coverage, including workers compensation insurance.
- ✓ Reference letters from completed jobs, pictures of any completed projects, etc

*This is a "one-time" exercise. If we can be of any assistance with this process or if you have any questions or concerns, please call. 480.835.6745*