

CONTRACT BOND APPLICATION INSTRUCTIONS

To apply for a specific bond or bonding line, complete the Contractors Questionnaire on pages 2, 3 & 4, and the Work in Progress Schedule on page 5. In addition, please provide the following items. A complete submission will secure an early response to your bonding needs.

1. BUSINESS FINANCIAL STATEMENT (S).

- a. Last three (3) fiscal year end financial statements. If more than six(6) months old also attach a (6) month interim financial statement.

2. PERSONAL FINANCIAL STATEMENT

- a. Current financial statements (pages 6 & 7) on all owners owning 20% or more of the company. The statement should not be more than (6) months old.

3. BANKING INFORMATION

- a. Bank reference letter for business accounts, including detail of any lines of credit or loans.’
- b. Copies of any and all bank line of credit agreements and indications of amounts available and in use.
- c. Bank reference letter for personal accounts of all owners owning 20% or more of the company.

4. INSURANCE INFORMATION

- a. Certificate of Insurance listing all policies in force for the business and if applicable, a complete copy of your hazardous materials insurance policy.

5. COPY OF CONTRACTORS LICENSE

6. INFORMATION FOR REQUESTED BONDS

- a. Complete Bond Request Form (Page 5)
- b. Complete copy of the contract or bid specifications and award letter.
- c. Copy of the specific bond forms if required by the owner/Obligee.