

## **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)*