

Integrity Bonds

Physical Address: 731 East Villa Rita DR Phoenix, AZ 85022

Mailing Address: PO Box: 54338 Phoenix, AZ 85078

Toll Free number: 866-420-2613

Fax number: 480-452-1730

E-Mail Address: Info@IntegrityBonds.Com Website: WWW.IntegrityBonds.Com

Contract Application

The Purpose of this questionnaire is to gather the most information as possible in order to assist the underwriting team to obtain the highest possible bond line approval for the applicant.

In additional to this questionnaire please also submit the following:

- 1. Bond request form
- 2. Contractors Questionnaire, please make sure all reference sections are complexly filled out.
- 3. Work on Hand
- 4. Job Cost Breakdown
- 5. Copy of the contract / Bid Specs
- 6. Personal financials, please also include a copy of their most recent bank statement and stock verification.
- 7. 12/31/2004, 12/31/2005 & 3/31/2006 Business Financials, please also include a copy of their most recent bank statement. This should be a balance sheet of asset and liabilities, and income statement.
- 8. Resume
- 9. Bank reference letter
- 10. Copy of their Certificate of Insurance
- 11. Any special bond form(s)
- 12. Written credit explanations (if applicable)

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BOND REQUEST FORM

PRINCIPAL INFORMATION

Company: _____ Phone #: _____
Address: _____ Fax #: _____
_____ Contact: _____
_____ (City) (State) (Zip)

PROJECT INFORMATION

Project Name: _____ Location of Project: _____
_____ (City) (State)
Job Description: _____

Obligee: _____ Contact: _____
Address: _____
_____ (Street) (City) (County) (State) (Zip)
Phone: (_____) _____

CONTRACT INFORMATION

BID BOND

Bid Date: _____
Estimated Contract Amount:
\$ _____
For what percentage of contract:
 5%, 10%, Other: _____

FINAL BOND

Was the job: Awarded Negotiated
Final Contract Amount: \$ _____
Payment Terms: _____
Bid Results: 1st _____
2nd _____
3rd _____
Contract Number (Final Bond), if any _____
Contract Date: _____ Start Date: _____ Has work started? Yes No
Estimated Completion Date: _____ Penalty: _____
Percentage Subcontracted: _____% Percentage Materials: _____% Percentage Equipment: _____%
Percentage Bonded by Subcontractors: _____%

CONTRACTOR'S QUESTIONNAIRE

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HISTORY

1. Name of Firm _____
2. Street Address _____
 City _____ State _____ Zip _____
 Phone () _____ Fax () _____
3. Federal Tax ID No. _____
4. Year Business Started _____
5. Type of Business: Proprietor _____ Partner _____ Corp. _____ Subs _____
6. Date of Incorporation _____
7. Date present management assumed control _____
8. Contract Specialty _____
9. Market area _____

10. List the corporate officers, partners, or proprietors of your firm:

Name	Yr. Of Birth	Position	% Owned

11. List any other companies or affiliates of the contracting firm in which this Firm or its stockholders have an interest:

Firm Name	% Ownership	Type of business

12. Is there a buy/sell agreement among owners of the business? _____ Yes _____ No

13. How is the buy/sell agreement funded? _____

14. Are there any trust agreements in effect which now hold, or will hold at some future date, any of the company's stock or assets? _____ If so, please attach a copy.

ORGANIZATION AND WORK PROGRAM

15. How many people does your firm employ? _____

16. How many work crews? _____

17. List key personnel, foreman or supervisors

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Name	Position	Age	Years Exp.	Years With Firm

18. What percent of firm's work program is for government _____% Private owners _____%
19. What was the desired single job size limit and work program _____
20. What was the firms largest backlog amount \$ _____ Year _____
21. What is the firm's expected volume next year _____
22. What trades are Normally undertaken _____%
23. What trades are subbed out _____
24. Percent of work normally subbed out _____%
25. Are subs bonded? Yes No
26. Does your firm own the necessary equipment to perform anticipated work Program? Yes No
27. Does your firm lease equipment? Yes No
28. Have you been, or do you intend to be, involved in real estate development, design/build work, turnkey projects or speculative building? If so, please explain _____
29. Is your firm union? Yes No

FINANCIAL

30. Name and address of your CPA _____
 _____ Phone No. _____
 Fiscal year end date _____
 Type of Statement _____ Audit _____ Review _____ Compilation _____
 How are financial statements prepared? _____ Cash _____ Accrual _____
 Completed contract _____ % of completion
 How often are financial statements prepared? _____
 On what basis are taxes paid? _____ Cash _____ Accrual _____ Comp. Contracts _____ % of completion

BANK INFORMATION

31. Name and address of your Bank _____
 _____ Phone No. () _____
 Contact person _____
 Amount of Line of Credit \$ _____ Expiration Date _____
 How is the credit line secured? _____

INSURANCE

32. Life insurance in effect on key personnel:

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Value	Name	Beneficiary	Amount	Cash

Are any of the above policies assigned? Which _____ To whom _____

LEGAL

33. Name and address of legal counsel _____

Has your firm or any of its principals failed to complete a job, caused a loss to a surety, petitioned for bankruptcy, or failed in business? If so, please explain _____

Are there any liens for labor or materials filed on any of your contractors, or do you have any disputes over a contract or payment for labor and materials? If so, please explain _____

REFERENCES

34. Previous bonding companies:

Name:	
Largest Amount Bonded	
Reason for Leaving	

35. List your three largest contracts in past five years:

- Owner's Name _____ Phone () _____ Fax () _____
 Contact Name _____ Job ID _____
 Gross Profit \$ _____ Contract price \$ _____ Completion Date _____
- Owner's Name _____ Phone () _____ Fax () _____
 Contact Name _____ Job ID _____
 Gross Profit \$ _____ Contract price \$ _____ Completion. Date _____
- Owner's Name _____ Phone () _____ Fax () _____
 Contact Name _____ Job ID _____
 Gross Profit \$ _____ Contract price \$ _____ Completion. Date _____

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36. List three of your major suppliers:

Name	Address	Phone	Fax

37. Three subcontractors (or contr. If you are a sub) with whom you've worked:

Name	Address	Phone	Fax

I, the undersigned, hereby represent that the above information is true to the best of my knowledge and belief. The undersigned also authorizes any bank or other references to verify the information contained herein to any company within our organization.

Completed By: _____ Date: _____

Work On Hand

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As of	A	B	C	D	E	F
Uncompleted Contracts Contract Description and Location	Contract Price Including approved Change Orders	Original Estimated Profit at Time of Bid	Billed to Date	Cost to Date	Estimated Cost to Complete	Estimated Completion Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Contracts Completed in the last 6 months	Final Contract Price	Total Cost	Gross Profit or Loss
1.			
2.			
3.			
4.			

<i>Job Cost Breakdown</i>			
Type of Trade or Service	Amount or percent allotted	Supplier or Subcontractor	Bond Yes/No

Total Assets		Total Net Worth & Liabilities	
---------------------	--	--	--

Real Estate Owned (Used attachment if necessary to list all properties owned.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Mortgage Holder			
Mortgage Balance			
Payment Per M/Y			

I authorize Integrity Bonds / Surety to make inquiries as necessary concerning or pertaining to the undersigned's financial standing, credit, character or manner of meeting obligations to verify the accuracy of the statements made and to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). A copy of this agreement shall be considered the same as the original. This authorization is to remain in full force until rescinded by the applicant in writing. These statements are made for the purpose of obtaining a bond. I understand FALSE statements may result in forfeiture of benefits and possible prosecution. "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing false, or misleading information may be found guilty of a criminal and/or civil offense."

Signature: _____ Date: _____

Printed Name: _____

RESUME

PERSONAL DATA

Name: _____

Social Security #: _____ - _____ - _____

Home Address: _____

Drivers License #: _____

Date of Birth: ____/____/____

Home Phone: (____) _____

Marital Status: Married Single

Spouses Name: _____

EDUCATION

High School Graduate? Yes No

College Graduate? Yes No If yes, from: 19____ to 19____ Name of School: _____

Courses Studied: _____

Special Education relating to current business activity or employment: _____

BUSINESS AND PROFESSIONAL EXPERIENCE

(Begin with current job)

From: _____ To: _____ Company: _____

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Position: _____ Responsibilities: _____

From: _____ To: _____ Company: _____

Position: _____ Responsibilities: _____

From: _____ To: _____ Company: _____

Position: _____ Responsibilities: _____

PROFESSIONAL REFERENCES

Name	Address	Phone #	Years Known

BANK REFERENCE LETTER

Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client’s bank.

Please take this form to your bank and request that they write a letter, **on the bank’s letterhead**, addressed to:

Integrity Bonds
PO Box 54338 Phoenix, AZ 85078

SAMPLE

This letter should incorporate answers to the questions below:

1. Date account opened.
2. Average checking balance for the past 12 months, and current checking and savings balances.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line. If the Line of Credit is secured, please indicate the specific security. It is important that your letter show dollar figures of the line of credit and the present amount in use. The terminology of low, high or medium is not acceptable.
4. Existing loan amounts and terms.

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5. General recommendations as to character, business qualifications, etc.

6. Name of bank officer and their title.