

# Contractor Questionnaire Supply and Service Contractors

**REQUIRED ATTACHMENTS - please include with application:**

- A. The last three Fiscal, and Interim, financial statements of the applicant and all related companies.
- B. Current Personal financial statements of all owners.
- C. Copy of most recent Certificate of Insurance.
- D. Bond Request Form, Copy of Contract or Invitation to Bid and bond form if specific form required.

1. Company Name: \_\_\_\_\_
2. FEIN/TIN: \_\_\_\_\_ This company is a:      Corporation      LLC      Sole Prop      Partnership
3. How long in business: \_\_\_\_\_ If incorporated, incorporation date: \_\_\_\_\_ # Owners: \_\_\_\_\_
4. Company address: \_\_\_\_\_ City: \_\_\_\_\_
- State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Website: \_\_\_\_\_

5. List all Owners, Officers, and/or Partners of the Company: **(include all spousal information)**

Name and Title	Home Address	Social Security Number	D.O.B	% Interest

**OPERATIONS**

6. Type(s) of service provided: \_\_\_\_\_
7. Territory (present and planned): \_\_\_\_\_
8. Customer base: Who are your typical customers? \_\_\_\_\_
9. Does any one customer represent a significant concentration of your annual revenues? \_\_\_\_\_
10. Who are your major competitors? \_\_\_\_\_
11. Does your company typically use standardized contracts for the work it performs or is each contract negotiated on a case-by-case basis?      No      Yes *(please attach a copy of a standard or typical contract)*
12. Name of current Surety Company. \_\_\_\_\_
13. Current Bonding Rate and Terms/Collateral: \_\_\_\_\_
14. Largest Completed Contract – size and description: \_\_\_\_\_

15. Are there Affiliated Entities? \_\_\_\_\_

16. Are there any other entities? \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

**DISPUTES AND LITIGATION**

18. Describe what would constitute default under one of your typical contracts. \_\_\_\_\_

19. Has your firm ever defaulted on a contract?      No      Yes - Please attach explanation.

20. Is your firm or any Owners/Officers currently involved in litigation?      No      Yes - Please attach explanation.

21. Has Company or any owners ever declared bankruptcy, or caused a surety a loss?      No      Yes- attach expl.

**BANKING AND INSURANCE**

22. Name and address of Bank: \_\_\_\_\_

23. Bank Officer and phone number: \_\_\_\_\_

24. Line of credit amount: \$ \_\_\_\_\_      Current portion borrowed: \$ \_\_\_\_\_

25. How is credit secured? \_\_\_\_\_      Renewal dates: \_\_\_\_\_

26. Will all owners and their spouses provide full personal indemnification to the surety?      Yes      No

27. Insurance coverages in effect (e.g. Key Man Life, Product Liability, Error & Omissions, General Liability, etc.):

Type of Coverage	Limits	Carrier	Term

Authority is hereby granted to Integrity Surety LLC to furnish any information pertaining to the undersigned's financial standing, credit history and manner of meeting their obligations. As consideration for services, Integrity Surety LLC may charge a fee at the time a bond or letter of bondability is issued.  
**All individuals are expected to sign a General Agreement of Indemnity before any bond will be issued.**

\_\_\_\_\_  
*Signed, Name and Title*

Date: \_\_\_\_\_

**Financial statement of** \_\_\_\_\_  
 \_\_\_\_\_  
 (Name)

\_\_\_\_\_ (Street Address, City, State, ZIP)  
 Applicant's Social Security No.: \_\_\_\_\_ Spouse's Social Security No.: \_\_\_\_\_

FINANCIAL CONDITION AS OF \_\_\_\_\_, 20 \_\_\_\_\_

ASSETS		AMT(S) ONLY	LIABILITIES		AMT(S) ONLY
<b>Cash on Hand</b>			<b>NOTES PAYABLE TO BANKS</b>		
<b>Cash in following Banks (name &amp; address):</b>			<b>name &amp; address):</b> .....		
.....			.....		
.....					
<b>STOCKS AND BONDS</b>			<b>OTHER NOTES AND ACCOUNTS PAYABLE</b>		
Listed (Schedule 1).....			Real Estate Loans (Schedule 4).....		
Unlisted (Schedule 1).....			Sales Contracts & Sec. Agreements (Schedule 5).....		
			Loans on Life Insurance Policies (Schedule 6) .....		
<b>REAL ESTATE</b>			<b>TAXES PAYABLE</b>		
Improved (Schedule 4) .....			Current Year Income Taxes Unpaid .....		
Unimproved (Schedule 4).....			Prior Year Income Taxes Unpaid .....		
Trust Deeds & Mortgages (Schedule 3) .....			Real Estate Taxes Unpaid.....		
<b>LIFE INSURANCE</b>			<b>OTHER LIABILITIES</b>		
Cast Surrender Value (Schedule 6).....			Unpaid Interest .....		
<b>ACCOUNTS AND NOTES RECEIVABLE</b>			Other (Itemize).....		
Relatives and Friends (Schedule 2/3) .....			.....		
Other (Schedule 2/3) .....			.....		
Doubtful (Schedule 2/3).....			<b>TOTAL LIABILITIES</b> .....		
<b>OTHER PERSONAL PROPERTY</b>			<b>NET WORTH</b> .....		
Automobile (Schedule 5) .....					
Other (Itemize, Schedule 5).....					
<b>TOTAL</b>			<b>TOTAL</b>		
<b>ANNUAL INCOME</b>		(Refer to Federal Income Tax Returns for Previous Year)	<b>ANNUAL EXPENDITURES</b>		(Refer to Federal Income Tax Returns for Previous Year)
SALARY OR WAGES .....			PROPERTY TAXES AND ASSESSMENTS.....		
DIVIDENDS AND INTEREST .....			FEDERAL AND STATE INCOME TAXES .....		
RENTALS (GROSS).....			REAL ESTATE LOAN PAYMENTS .....		
BUSINESS OR PROFESSIONAL INCOME (NET) .....			PAYMENTS ON CONTRACTS & OTHER NOTES .....		
OTHER INCOME (DESCRIBE) .....			INSURANCE PREMIUMS.....		
.....			ESTIMATED LIVING EXPENSES .....		
.....			OTHER .....		
<b>TOTAL INCOME</b>			<b>TOTAL EXPENSES</b>		

To assist the Surety in its evaluation of the above Statement, I hereby certify that all material facts relating to the following conditions are set forth in the attached exhibit(s) incorporated herein by reference: Contingent liabilities as endorser, co-maker or guarantor \$ \_\_\_\_\_  
 Contingent liabilities on leases or contracts \$ \_\_\_\_\_; pledge or hypothecation of assets \$ \_\_\_\_\_;  
 Legal Claims \$ \_\_\_\_\_; Tax Liens \$ \_\_\_\_\_

### 1. STOCKS AND BONDS

Name of Security	No. Shares	If any pledged, State to Whom and for What Purpose	Dividends Paid Last Two Years	Market Value
TOTAL				\$

### 2. ACCOUNTS RECEIVABLE

Name and Address (street and city) From Whom Due	For What Is It Due	When Sold	When Due	Amount
TOTAL				\$

### 3. NOTES RECEIVABLE

Name and Address (street and city) From Whom Due	For What Due	How Secured	Date	Maturity	Amount
TOTAL					\$

### 4. REAL ESTATE

Description of Property	Title in Name Of	Market Value	Cost	Amount Encumbrance	Monthly Payments	Monthly Income
TOTAL			\$	\$	\$	\$

### 5. EQUIPMENT

Description and Capacity of Items	Age of Item	Market Value	Cost	Encumbrance	Monthly Payment
TOTAL			\$	\$	\$

### 6. LIFE INSURANCE – CASH VALUE

Name of Company	Policy Number	Name of Insured	Beneficiary	Face Value	Cash Value	Amount Borrowed

The maker of the foregoing or accompanying statement hereby authorizes the company to confirm the bank balances claimed and all other items comprising said statement.

**WARNING**

**“It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.”**

**Washington RCW 48.135.080**

Dated \_\_\_\_\_, 20\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_



# BOND REQUEST

I.h /o # :

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

II. Bid Bond	III. Final Bond
Date of Bid: _____	Contract Amount \$ _____
Time of Bid: _____	Bond Amount \$ _____
% of Bid Bond: _____	% of Performance: _____ % of Payment: _____
Estimated Contract/Bid Price \$ _____	Contract Date: _____ Contract No.: _____
	Contract Attached — Required: _____
Solicitation No. _____	
Bid Invitation Attached — Required: _____	
Bond Form: _____ Owner/Obligee Form must be attached — OR — Surety/Generic Form is acceptable	
Bond delivery instructions: _____ Number of originals: _____	

**IV.K Name:** \_\_\_\_\_

Job Description: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_ Time to complete: \_\_\_\_\_

Late Penalties Y N If yes, amount \$ \_\_\_\_\_ per: \_\_\_\_\_

Length of warranty: \_\_\_\_\_

Address of the Job/Delivery/Work: \_\_\_\_\_

**V. Job Owner/Obligee:** \_\_\_\_\_  
*With whom are you signing the contract?*

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**FOR SURETY USE ONLY**

Approved \_\_\_\_\_ Declined \_\_\_\_\_ Rate: \_\_\_\_\_ Conditions: \_\_\_\_\_

By: \_\_\_\_\_ Surety: \_\_\_\_\_

Date: \_\_\_\_\_ Final Bond #: \_\_\_\_\_