

CONTRACT BOND PUNCH LIST

FOR NEW ACCOUNTS please submit . . .

- ◆ Contractors Questionnaire Form (our form or equivalent)
- ◆ Prior three fiscal financial statements for business
- ◆ Concurrently dated personal financial statements of the owner(s)
- ◆ Accounts receivable and accounts payable list for the latest fiscal financial statement (if the statement is not audited) - including mailing addresses.
- ◆ Detail of liability insurance carried by the contractor
- ◆ Cover letter and/or narrative on the applicant's history, needs, goals, etc.
- ◆ Bank letter indicating expression of available credit, experience, average balances, etc.
- ◆ Current work on hand job cost schedule

FOR SPECIFIC BOND REQUESTS please submit . .

- ◆ Approximate bid amount and engineer's estimate
- ◆ Bid date
- ◆ Project description
- ◆ Obligee
- ◆ Start date, completion date
- ◆ Penalty for late completion
- ◆ Maintenance term
- ◆ Current work on hand (bonded and unbonded)
- ◆ Any extraordinary items
- ◆ Verification of funding (if a private contract)
- ◆ Payment terms including retained percentage by owner
- ◆ Percentage subbed
- ◆ Bonds forms
- ◆ Copy of contract (if request is for final bond)

SUBMISSION OF PROPER INFORMATION WILL SPEED UP ALL REQUESTS