



OAK RIDGE

SURETY AGENCY

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Contractor's Questionnaire

1. Contractor: _____

2. Address: _____
street city state zip

3. Phone: _____ Fax: _____ Cell: _____

4. Federal Tax ID: _____ 5. Total Number of Employees: _____

6. Form of Organization: Corporation Partnership Proprietorship

7. Date Business Formed: _____ Date of Incorporation: _____

8. Ownership Detail (Provide Resumes)

Name and Residence Address	Age	% Owned	Title	Individual SS#	Marital Status	Spouse's Legal Name and SS#

9. Has there been a change in ownership in the past two years? Yes No

If "Yes," explain: _____

10. Is the Company or any of its owners connected with other companies that operate as a parent, subsidiary, holding company or affiliate? Yes No

If "Yes," explain: _____

11. Have provisions been made for continuation of the duties of the owner(s) and an orderly transfer of ownership in the event of death or disability? Yes No

Provide Details: _____

12. Are there any problems with full corporate and personal (including spouses) indemnification by all owners and/or affiliates of the company? Yes No

If "Yes," explain: _____

13. Key Operating Personnel (Please Provide Resumes):

Name	Position/Responsibility	Age	Time in Position	Time in Industry

14. Control and supervision of contracts by owner(s) is performed on a Daily Weekly Monthly basis.

15. What class of construction work does company...

Generally do: _____

Specialize in: _____

At times handle: _____

16. What is your geographic area of operation?

17. What was the largest backlog of contract cost to complete (not contract value)? \$ _____

Number of Jobs _____ Year _____

18. List the six largest/most important contracts completed in the last five years...

Owners Name and Contact Person	Project Description	Address & Phone Number	Contract Amount	Completion Time/Date

19. Are bonds required from subcontractors or suppliers? Yes No If "Yes," what amount? \$ _____

20. What is the single largest contract you expect to attempt to obtain in the near future? \$ _____

21. What is the largest backlog of cost to complete you expect to attempt to handle in the near future? \$ _____

22. What is the largest volume of contract value you will attempt to handle in the near future? \$ _____

23. Do you presently own the equipment necessary to complete the program outlined in 20, 21 & 22? Yes No

If "No," will you be Buying Renting Leasing?

Anticipated total acquisition cost (including down payment): \$ _____

Anticipated cost payable within the next 12 months: \$ _____

24. Present or most recent surety:

Location: _____ How long have you used this surety? _____

Largest single contract previously bonded: _____ Reasons for change in surety? _____

25. Have you in the past or do you plan to use more than one surety at a time? Yes No

26. Is collateral currently posed with any other Surety to secure bonds on behalf of your firm? Yes No

If yes, please provide details _____

27. Has the company, any affiliate or subsidiary, or any owner(s) or companies in which they have had ownership interest:

Ever defaulted on a contract? Yes No

If so, please explain: _____

Ever defaulted on a contract forcing the surety to suffer a loss? Yes No

If so, please explain: _____

Ever experienced a bankruptcy? Yes No

If so, please explain: _____

Been in receivership? Yes No

If so, please explain: _____

Been liened by a taxing authority? Yes No

If so, please explain _____

28. Are any liens for labor and/or materials filed against your company on any contracts which have been done or are being done by your company? Yes No

If so, please explain: _____

29) **Name of Current Bank** _____ **Address** _____

Account Manager: _____ **Phone:** _____

With Bank Since: _____ **Current Line of Credit Amount: \$** _____

Amount in Use at Time of Application: \$ _____

Anticipated Additional Amount to be Used in Next 90 days: \$ _____

Secured by: _____

Corporate Signature: Yes No **Personal Signature:** Yes No

Accounts Receivable: Yes No **Inventory:** Yes No

Other: Yes No **If "Yes," describe:** _____

Terms: Rate _____ **Repayment:** _____ **Expiration:** _____

Provide Current Bank Line of Credit Commitment Letter

Name of Previous Bank _____

Address: _____

Account Manager: _____ **Phone:** _____

Term with Previous Bank: _____

30. Have there been any changes in outside accounting firms since your last fiscal year end? Yes No

If "Yes," explain the reason for the change: _____

If "No," how long have you been using the present firm? _____

31. Are interim financial statements prepared during the year? Yes No
 If "Yes," how often? _____ and by whom? _____
32. Are trial balances prepared monthly? Yes No
 If "No," how often? _____ and by whom? _____
33. If the company is a corporation, is it a Sub Chapter S Corporation? Yes No
34. Financial statements are prepared by the CPA on the following basis:
 % of Completion Completed Contract Accrual Cash
35. Income taxes are paid on the following basis:
 % of Completion Completed Contract Accrual Cash
36. Are corporate and personal taxes of owner(s) and spouse(s) current? Yes No
 If "No," please explain: _____
37. Does your company act as an indemnitor to any of the following:
 Bank Yes No Surety Company Yes No
 Supplier/subcontractor Yes No Other Yes No
38. Are any of your accounts receivable or retentions assigned, pledged, hypothecated, sold or discounted other than for your present bank line of credit and bonded contracts or do you plan to do this in the future?
 Yes No
 If no, please explain: _____
39. Give names of principal suppliers/subcontractors:

Name of Firm and Contact	Address and Phone Number	Material/Service Provided

Provide a Current Certificate of Insurance

Remarks: _____

The following statement must be signed by an owner or officer of the company for which bonding is requested.

I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I, the undersigned, am authorized to allow you to investigate the credit, bank and performance reference and prior sureties of the company, its employees and owners for bond purposes.

Completed by: _____ Title: _____
 Signature: _____ Date: _____