



BOND APPLICATION

Thank you for your interest in our bond programs. Please provide the following information so that we may properly represent your company to our surety markets.

- 1) Contractors Questionnaire- be sure to complete all
- 2) A minimum of your last two years CPA prepared financial statement (three preferred)
- 3) Interim financial statement for your company
- 4) Your current personal financial statement (form provided for your convenience)
- 5) A current schedule of uncompleted work on hand (form provided)
- 6) Letter of Reference from your bank (sample format provided)
- 7) Resume on Owners and Key Employees
- 8) Letters of reference if you have them on prior completed projects

This makes up our basic information packet submitted to our markets on your behalf. Additional information may be requested, depending on market and underwriter. Please feel free to contact me with any questions.

Forsberg Engerman Company – BOND APPLICATION

COMPANY INFORMATION

1. Name of firm: _____
2. **Business Phone** _____ Fax Number _____ : **E-Mail:** _____
3. Mailing Address (if not street address) _____
4. City: _____ State _____ Zip _____
5. Street Address: _____
6. City: _____ State: _____ Zip: _____
7. Scope of Operations: _____
8. Type of Company: Sole Prop Partnership Corp S Corp LLC (State of ___) Date ___/___/___
9. Area of Operation: _____ **Federal ID#** _____

KEY PERSONNEL

List the corporate officers, shareholders, partners or proprietors and key employees of your firm: **Marital Status**

Name	Title	Responsibilities	% Owned	Yrs in Const		M	S	D

1. Will the individuals and spouses indemnify Surety? Yes No If no, explain: _____
2. What continuity planning has been done? Buy/Sell agreement? Yes No Funded by life insurance: Yes No Completion Agreement? Yes No If no above on both, please explain continuity plans should one of the owners no longer be able to perform his or her duties: _____
3. Number of employees: Average _____ High _____ Low _____ Number of Crews _____
4. Does your firm or any of its owners or officers have any contingent liabilities or litigation? Yes No If Yes, explain: _____
5. Has your firm or any of its owners or officers filed or are currently filing for bankruptcy? Yes No If Yes, explain: _____

WORK STATUS

1. What percentage of your firm's work is normally for: Government _____% Public _____% Private _____%
2. What trades do you normally undertake with your own crews? _____
3. What trades do you normally subcontract? _____
4. What percentage is normally subcontracted? _____% Are bonds required of subs? Yes No
5. Is your shop Union Non-Union?

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6. What is your expected annual volume next year? _____
7. What size jobs and work program do you feel best able to handle currently? Single Job: \$ _____ Total Work-in-progress: \$ _____ Number of Jobs: _____
8. Largest Job to Date: Amount: \$ _____ Date: _____ Description: _____
9. Are any changes in the scope of operations contemplated? Yes No If Yes, give details: _____

FINANCIAL INFORMATION

1. Name of your CPA: _____ Address: _____ Phone: _____
(_____) _____ Fax Number: (_____) _____ Contact Person: _____
2. When is your Fiscal Year End? _____
3. How often are your financial statements prepared? Annually Semi-annually Quarterly
4. On what level of assurance are financial statements prepared? CPA Audit Review Compilation
5. On what basis are financial statements prepared? Cash Completed Job Accrual % of Completion
6. On what basis are taxes paid? Cash Completed Job Accrual Percent of Completion
7. Are job cost records kept? Yes No How often reviewed? _____ How often updated? _____
8. Do they show job detail? Yes No Frequency? _____
9. Is equipment owned? Yes No Leased? Yes No Type of Lease: _____
10. Have operations been profitable since the last statement date? Yes No If No, explain _____

CREDIT INFORMATION

1. Name of your Bank: _____ Address: _____ Phone: _____
(_____) _____ Fax Number: (_____) _____ Contact Person: _____
2. Line of credit amount: \$ _____ Secured? Yes No Expiration Date: _____
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? Yes No
4. **Name of present and prior Sureties:**

Surety	Reason for Leaving

5. List your five major suppliers:

Name	Mailing Address including Zip Code	Phone number (include Area Code)	Type of Business

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PROJECT REFERENCES

6. LIST YOUR FIVE LARGEST CONTRACTS WITHIN THE LAST THREE YEARS:

Name GC/ Owner /contact	Address	Contract	Surety (if any)	Date Completed

7. List five architects or owners you have done business with:

Name	Mailing Address including Zip Code	Phone Number (including Area Code)	Owner	Arch

MISCELLANEOUS

1. List any additional companies the owners have an ownership interest in:

Firm Name	Ownership	Type of Business

2. Are any changes in ownership, new ventures or investments contemplated? Yes No If Yes, give details:

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3. Give Legal Names and complete home addresses of **all owners**. Include the same for their spouses. **Attach a current financial statement on each principal.**

Full Legal Name of Owner and Spouse	Home Address	Home Phone	Social Security #

4. List any life insurance in effect on owners:

Name	Beneficiary	Insurance Company	Amount	Cash Value

Any information about your company or people that you feel might assist/hinder you with obtaining surety credit:

I/We authorize Forsberg Engerman Company or surety company to which this application is submitted, to investigate my/our statements and to check my/our company or personal credit with any creditors, credit bureaus or lending institutions. The undersigned certifies that all four pages of this questionnaire and the information therein has been read carefully and is true and correct to the best of my/our knowledge. Signed this _____ day of _____, 20__.

Signature

Name

Title

**SAMPLE BANK REFERENCE LETTER
(MUST BE DONE ON BANK LETTERHEAD)**

(Date)

Forsberg Engerman Company
3575 South Sherman Street
Englewood, CO 80113

Re:

To Whom It May Concern:

_____ has been a customer of our bank since _____.
We are providing the following information regarding our relationship with this mutual client.

The above mentioned customer has maintained an average deposit balance of \$_____. They currently have a deposit balance of \$_____.

We have recently loaned this customer a high credit balance of \$_____, of which they currently owe us \$_____. These loan(s) are/were secured by_____.

_____. The repayment terms of these loan(s) are/were _____.

Also, we have established a revolving working line of credit in the amount of \$_____. Renewal date of the line of credit is _____. The current outstanding balance is \$_____.

Sincerely,

(Bank Officer)

(Please include any other information that you feel is important about this customer)

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Please do not leave any questions unanswered.

PERSONAL STATEMENT

CONFIDENTIAL

Forsberg Engerman Co.
3575 S. Sherman St.
Englewood, CO 80113

NAME _____
BUSINESS ADDRESS _____
RESIDENCE ADDRESS _____

The following is submitted for the purpose of procuring, establishing and maintaining credit with you in behalf of the undersigned or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with others execute a guaranty in your favor. The undersigned warrants that this financial statement is true and correct and that you may consider this statement as continuing to be true and correct until a written notice of change is given to you by the undersigned.

(Month) _____ (Day) _____ (Year) _____

ASSETS				LIABILITIES			
Cash on hand and in Banks				Notes payable to Banks - Secured			
U. S. Gov. Securities - see schedule				Notes payable to Banks - Unsecured			
Listed Securities - see schedule				Notes payable to relatives			
Unlisted Securities - see schedule				Notes payable to others			
Accounts and Notes Receivable Due from relatives and friends				Accounts and bills due			
				Unpaid Income Tax			
Accounts and Notes Receivable Due from others - good				Other unpaid taxes and interest			
				Real Estate Mortgages payable - see schedule			
Accounts and Notes Receivable Doubtful				Chattel Mortgages and Other Liens payable			
Real Estate owned - see schedule							
Automobiles and other Vehicles				Other debts - itemize			
Equipment							
Personal Property							
Cash Value- Life Insurance							
Other assets - itemize							
				TOTAL LIABILITIES			
				NET WORTH			
TOTAL ASSETS				TOTAL LIAB. & NET WORTH			

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SOURCES OF INCOME		PERSONAL INFORMATION	
Salary	\$	Business or Occupation	Age
Bonus and Commissions	\$		
Dividends	\$	Partner or officer in any other venture	
Real Estate Income	\$		
Other income - itemize	\$	Married	Children
		Single	Dependents
TOTAL	\$		

CONTINGENT LIABILITIES		GENERAL INFORMATION	
As endorser, co-maker or guarantor	\$	Are any assets pledged? - see schedule	
On leases or contracts	\$	Are you defendant in any suits or legal actions?	
Legal claims	\$	Personal Bank Accounts carried at	
Provision for Federal Income Taxes	\$	Have you ever taken bankruptcy? Explain:	
Other special debt	\$		

(COMPLETE SCHEDULES ON PAGE 2)

SCHEDULE OF U. S. GOVERNMENTS, STOCKS AND BONDS OWNED			
No. of shares Or Face value (Bonds)	Description	In name of	Market value

SCHEDULE OF REAL ESTATE OWNED						
Description of property and Improvements	Date Acquired	Title in Name of	Cost	Market Value	Mortgage	
					Amount	Maturity

SCHEDULE OF LIFE INSURANCE CARRIED, INCL. N.S.L.I. AND GROUP INSURANCE

Forsberg Engerman Company * 3575 South Sherman Street * Englewood, CO 80113

Telephone 303.762.1762/Fax 303.762.1733

Sarah@Forsberg-Engerman.com www.ForsbergEngerman.com

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Amount	Name of Company	Beneficiary	Cash Surrender Value	Loans

SCHEDULE OF ASSETS PLEDGED

Description	Value	To Whom Pledged

GIVE NAMES OF BANKS OR FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED

Name	Date	High Credit	Basis

THE UNDERSIGNED CERTIFIES THAT BOTH PAGES HEREOF AND THE INFORMATION INSERTED THEREIN HAS BEEN CAREFULLY READ AND IS TRUE AND CORRECT.

_____ Date signed

_____ Signature

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SCHEDULE OF UNCOMPLETED WORK ON HAND

Contractor: _____

Date: _____

Job Description/Owner	Current Contract Price (Include Change Orders)	Original Estimated Cost Plus Cost of Change Order	Total Billed To Date (Include Retainage)	Total Direct Costs (To Date)	Remaining Costs to Complete ** Estimated (Include all change orders) Completion Date
TOTALS:					

**** MUST BE A NEW ESTIMATE
OF ALL REMAINING COSTS****

Total Uncompleted Work \$ _____
 Subcontractor(s) Portion Uncompleted Work \$ _____
 Bonded Portion of Subcontractors Work \$ _____

Completed Projects since Last Report

Owner	Final Contract Price	Total Cost	Gross Profit/Loss
TOTALS			

Return to: Forsberg Engerman Company 303-762-1717 Office 303-762-1733 Fax
 E-mail: Sarah@forsberg-engerman.com
 3575 S. Sherman St., Englewood, CO 80113