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## GET STARTED:

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**Questionnaire and Signed Credit Release (included)**

**Most Up To Date Financial Information Available, Current and End of Year (in-house or CPA Prepared)**

**Personal Financial Statements for All Owners**

**Bond Request Form (if final bond is needed)**

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### MAY BE REQUIRED TO COMPLETE UNDERWRITING AFTER INITIAL REVIEW

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(PROVIDE ALL INFORMATION WHEN AVAILABLE OR AT UNDERWRITER'S REQUEST)

**Copy of Contract (if final bond is needed)**

**Bank reference letter**

**Resumes for all owners and key personnel**

**Work on hand schedule**

**Current Certificate of Insurance**

**Last three fiscal year-end financial statements**

**Business Plan**

Do not hesitate to contact CCI Surety with any questions. All items may not apply in every situation.

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UWW7-1-19



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|                                  |             |                                   |                             |   |                             |                |  |
|----------------------------------|-------------|-----------------------------------|-----------------------------|---|-----------------------------|----------------|--|
| <b>1. CONTRACTOR INFORMATION</b> |             | Company Name (As Appears on Bond) |                             |   |                             |                |  |
| Company Address:                 |             |                                   |                             |   | Business Phone # :          |                |  |
| City:                            | State:      | Zip:                              | Normal Operating Territory: |   | FED ID #                    |                |  |
| Proprietorship                   | Partnership | Joint Venture                     | Date Formed                 | Current Ownership Since:                          | Approx. Business Net Worth: | # of Employees |  |
| S-Corp                           | C-Corp      | LLC                               |                             |   |                             |                |  |
| Type of work:                    |             | Largest Completed Contract:       | Largest Completed Program:  | Average Annual Receipts (last 3 yrs + affiliates) |                             |                |  |
| Previous Surety:                 |             | Reason For Changing Surety:       |                             |   |                             |                |  |

|                               |         |                      |              |                            |                     |                     |  |
|-------------------------------|---------|----------------------|--------------|----------------------------|---------------------|---------------------|--|
| <b>2. PROJECT INFORMATION</b> |         | Contract/Bid Amount: |              | Bid and Date Time :        |                     | Bid % :             |  |
| Project Owner/ Obligee:       |         |                      | Start Date:  | Completion Date:           | Maintenance Period: | Liquidated Damages: |  |
| Obligee Address:              |         |                      |              | Obligee Contact For Bonds: |                     | Obligee Phone:      |  |
| Bond Form (Please Attach)     |         | % Subcontracted:     | % Materials: | Est. Gross Profit:         | Obligee Email:      |                     |  |
| AIA                           | Federal | Other                |              |                            |                     |                     |  |
| Job Description               |         |                      |              |                            |                     |                     |  |

|   |    |    |
|---|----|----|
| <b>3. *FINAL BONDS ONLY* BID SPREAD INFORMATION – (next 3 contractor bids, Name – Bid Amount)</b> |    |    |
| 1.  | 2. | 3. |

|                     |  |                       |                      |                          |
|---------------------|--|-----------------------|----------------------|--------------------------|
| <b>4. BANK NAME</b> |  | Line of Credit Limit: | Current Outstanding: | Expiration/Renewal Date: |
| Contact Name:       |  |                       |                      |                          |
| Phone or Email:     |  |                       |                      |                          |

|  |          |                  |               |                                |                   |
|--|----------|------------------|---------------|--------------------------------|-------------------|
| <b>5. LARGEST COMPLETED PROJECTS IN LAST 5 YEARS</b> |          |                  |               |                                |                   |
| <b>Project Name:</b><br>Project Description:         |          | Contract Amount: | Gross Profit: | Completion Year:               | Bonded?<br>Yes No |
| Obligee:   | Contact: | Phone/Email:     |               | Project Location (City/State): |                   |
| <b>Project Name:</b><br>Project Description:         |          | Contract Amount: | Gross Profit: | Completion Year:               | Bonded?<br>Yes No |
| Obligee:   | Contact: | Phone/Email:     |               | Project Location (City/State): |                   |
| <b>Project Name:</b><br>Project Description:         |          | Contract Amount: | Gross Profit: | Completion Year:               | Bonded?<br>Yes No |
| Obligee:   | Contact: | Phone/Email:     |               | Project Location (City/State): |                   |

\*Bid bonds require copy of bid specifications. \*Performance/Payment bonds require copy of the contract

**\*SUBMIT ADDITIONAL PAGES FOR EACH OWNER WITH 20% OR MORE OWNERSHIP AND OFFICES\***

|  |         |   |   |             |                  |
|--|---------|---|---|-------------|------------------|
| <b>6. COMPANY OWNERS</b>   |         | Provide information for all owners – use additional sheets if necessary (ATTACH PERSONAL FINANCIAL STATEMENT) |   |             |                  |
| Name/Title:  |         | Social Security:  |   | % Ownership |                  |
| Married<br>Single  | Spouse: | Social Security:  |   | % Ownership |                  |
| Address:   |         | Net Worth:<br>(Exclude Business)  | Do You Own Real Estate?                           |             | Assets in Trust? |
| Email:   |         |   | Yes   | No          | Yes No           |
| Are you a partner/officer in any other venture?<br>Yes No If yes, name of venture: |         |   | Approximate Start Date with Company<br>(mm/year): |             |                  |

**SUPPLEMENTAL SBA INFORMATION**

|  |         |                          |   |
|--|---------|--------------------------|---|
| <b>7. ADDITIONAL COMPANY OWNER INFORMATION</b> (Owners should match original application)  |         |                          |   |
| Name/Title:  |         |                          | Home/Cell Phone:                                    |
| *The following data is collected for the SBA Program only and is for statistical purposes only; it has no bearing on the credit decision. Disclosure is voluntary. One or more boxes for race may be selected. | Male:   | Veteran?                 | Ethnicity: Hispanic/Latino:<br>Not Hispanic/Latino: |
|  | Female: | Service Disabled?        |   |
|  | Race:   |                          |   |
| American Indian/Alaska Native  |         | Black / African American | White   |
| Native Hawaiian / Pacific Islander   |         |                          | Asian   |

|   |  |  |     |
|---|--|--|-----|
| <b>8. ADDITIONAL SBA INFORMATION</b> – You may be asked to provide additional information to expedite bond approval   |  |  |     |
| Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought against you in any jurisdiction? YES NO  |  |  |     |
| Have you been arrested in the past six months for any criminal offense? YES NO  |  |  |     |
| For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? YES NO |  |  |     |
| Date of Birth (Month, day, and year):   | Are you a U.S. Citizen?  |  | Y N |
| Place of Birth (City & State or Foreign Country):   | If no, are you a Lawful Permanent resident alien?  |  | Y N |
|   | If non-U.S. citizen, provide alien registration number:  |  |     |
| Has the contractor ever had an SBA Loan?<br>If yes,<br>Yes No Loan#   | Is the contractor SBA 8(a) Certified?  |  | Y N |
|   | Is the contractor an SBA Certified HUB Zone Contractor?  |  | Y N |
| Has contractor received SBA Surety Bond Guarantee under current or another business name?<br>If yes,<br>Yes No Business Name:<br>Tax ID or SSN:   | Has the contractor ever defaulted on any previous surety bonds?  |  | Y N |
|   | Has the contractor ever failed to complete a job?  |  | Y N |
|   | Is the contractor presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any Federal Department or agency? |  | Y N |

**Credit Release Authorization: I/we authorize Construction Capital, Inc. and/or CCI Surety, Inc. to access our business and personal credit records and to make such pertinent inquiries as may be necessary from third party sources in order to investigate the information submitted including, but not limited to, the application, any financial statements, any and all creditors and/or lending institutions, and any past Surety credit.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
DATE