

DELMARVA SURETY ASSOCIATES, INC.

303 International Circle, Suite 160

Hunt Valley, MD 21030

Phone (410)561-3593 / Fax (410)561-3727

TODAY'S DATE: _____

CONTRACTOR QUESTIONNAIRE

We are sensitive of the time investment required by you to gather the necessary information to secure Surety credit. We want to thank you for your time and efforts.

I. ORGANIZATION

Contractor's Name: _____

Address _____

Telephone # _____ Fax # _____

Date Business Started _____ Year of Inc. _____ Tax I.D. # _____

Corporate Secretary _____

Principals of Company

<u>Name</u>	<u>Yr of Birth</u>	<u>Position</u>	<u>% Owned</u>	<u>SS#</u>	<u>Name of Spouse</u>	<u>SS#</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have there been any changes in ownership over the past two (2) years? _____ If so, what changes have occurred? _____

Do the above principals have a majority (50% or more) ownership position in any other companies? _____ If so, what is your ownership %, name of company and type of business? _____

Is the company a beneficiary on any life insurance policy? _____ If so, on whom and how much? _____

What type of construction does your company undertake? _____

Type of work with own forces: _____ Subcontracted: _____

What type of work is performed as a prime? _____

What type of work is performed as a subcontractor? _____

What is the normal geographic area in which your company solicits work? _____

Have there been any significant changes or anticipated changes in the type of construction performed over the past couple years? _____

Key Personnel (Attach brief resumes if available)

Name	Year of Birth	Position	Years w/ Company	Years in Construction	Previous Employer

What is the largest backlog carried by the company: \$ _____ # of Jobs _____ Year _____

Has your company ever failed to complete any work awarded to them? _____

Has any principal of your organization ever failed to complete a construction contract? _____

Has company, affiliated company, or an owner ever filed for bankruptcy? _____ In receivership? _____

Have you ever been convicted of a felony or been debarred from government work? If so, please explain. _____

Any open disputes on contracts or payment of labor or material bills? _____

Are any liens for labor, material or taxes filed against company or any contracts which have been completed or still remain open? _____

Are there any projects in the early stages of completion that had a bid spread in excess of 10%? If yes, please provide a brief explanation. _____

II. REFERENCES

Suppliers/Subcontractor

Name of Suppliers/Sub	Contact Person	Phone #	Material/Service
1. _____			
2. _____			
3. _____			

Architect/Engineer/Owner

Name	Contact Person	Phone #	Project
1. _____			
2. _____			
3. _____			

III. THREE LARGEST PROJECTS COMPLETED AS OF TODAY'S DATE

Year	Name of Project	Contact Person	Phone Number	Brief Description	Final Contract Price	Final Gross Profit
1. _____						
2. _____						
3. _____						

IV. BANK CREDIT

Name of Bank _____ Account Exec. _____
Address _____ Phone # _____
Account Information: Savings Acct # _____ Checking Acct # _____
Working Capital Line _____ Amount Outstanding _____
Security on Line _____

V. ACCOUNTING

Name of Accounting Firm _____
Contact Person _____ Phone # _____
Number of years with Account Firm _____ Fiscal Year End Date _____
Basis of Financial Statement: Cash _____ Straight Accrual _____ Percentage of Completion _____ Completed Contract _____
Basis of Tax Return: Cash _____ Straight Accrual _____ Percentage of Completion _____ Completed Contract _____
Is your company a "Sub S" Corp.? _____ If yes, when did corp obtain "Sub S" Status? _____
Does your company maintain individual job cost records? _____
How often do you produce financial information? _____
Does your company reference all invoices/payments with a specific job #? _____
What is the company's payment policy? _____

VI. ATTORNEY

Name of Law Firm _____
Contact Person _____ Phone # _____
Address of Law Firm _____
Number of years with Law Firm _____

VII. CURRENT SURETY

Name of Surety Company	Agent/Broker	Did Surety incur any losses?
_____	_____	_____
Program: Single \$ _____	Aggregate \$ _____	
Rate: _____	Conditions: _____	
Reason for considering a change: _____		

VIII. BUSINESS MANAGEMENT

Does your firm prepare any of the following (please check where applicable):

- _____ Monthly Balance Sheet
- _____ Monthly Profit & Loss Statement
- _____ Cash Flow Analysis
- _____ Create and Monitor a Fiscal Budget
- _____ Monthly Aging of Accounts Receivables
- _____ Monthly Work in Progress Schedule

IX. SURETY NEEDS

Individual Project Size _____

Aggregate Uncompleted Backlog at any one time? _____
(cost to complete on open jobs)

Typical mix of bonded work _____% and non-bonded work _____%

What is the optimum number of projects on hand at any given-time? _____

Frequency of Bid Bond Requests _____

IX. COMMERCIAL INSURANCE

Agent _____ Insurance Company _____

Expiration Date: _____

May we contact you regarding your commercial insurance? _____

X. INFORMATION REQUIREMENTS

How many crews are you running as of the last year? # _____ And current year? # _____

Number of field employees? _____ Range this year: _____

Range last year: _____

In order for us to respond timely to your request for credit, please enclose:

1. Last three (3) CPA Fiscal Year End Statements
2. Most Recent in-house balance sheet, profit & Loss statement & work in progress schedule
3. Copy of Latest Federal Corporate Tax Return
4. Current Personal Financial Statement & most recent federal tax return
5. Current Bank Line of Credit

Thank you for your thoroughness in completing this application as well as attaching the necessary information. Your efforts will enhance and maximize the potential surety credit available for your company.

“Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties”

Signed and Dated