

**DELMARVA SURETY ASSOCIATES, INC.**

2345 York Road

Timonium, MD 21093

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>
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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 works? \_\_\_\_\_

Has 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? \_\_\_\_\_

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**

<u>Year</u>	<u>Name of Project</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Brief Description</u>	<u>Final Contract Price</u>	<u>Final Gross Profit</u>
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 \_\_\_\_\_ Compl Contract \_\_\_\_\_ % \_\_\_\_\_  
 Basis of Tax Return: Cash \_\_\_\_\_ Straight Accrual \_\_\_\_\_ Compl 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

**VX. 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 \_\_\_\_\_

**X. INFORMATION REQUIREMENTS**

How many crews are you running as of the last year? # \_\_\_\_\_ An 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