



Contractor's Questionnaire
(Please fill out completely, sign, and date)

Business Information

Legal Name of Company: _____

Address (Do Not Provide a PO Box): _____

Phone # _____ Fax # _____ Website: _____

Name of Contact Person: _____ Contact Person's Email Address: _____ Cell # _____

Federal Tax ID # _____ Total # of Employees: _____

Date Business Formed: _____ Date Incorporated: _____ State of Incorporation: _____

Dunn & Bradstreet # _____ Overnight Service (i.e. FedEx, UPS, etc.): _____ Acct # _____

Type of Organization (check one): ☐ LLC ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Sub. S. Corporation

If SUCCESSOR to Prior Business, name of Predecessor: _____

Was Predecessor dissolved? ☐ Yes ☐ No If yes, please explain why _____

Does the company currently hold any certifications (i.e. WBE, MBE, 8a, HUBZone, etc)? ☐ Yes ☐ No
If yes, please list: _____ ***Attach a copy of your certification(s)***

Company Ownership Information

List All Owners and/or Stockholders and Spouses of the Company

Legal Name: _____ DOB: _____ Title: _____ % Owned _____

SSN #: _____ Country of Citizenship: _____ ☐ Married ☐ Single

Spouse's Legal Name: _____

Spouse's SSN#: _____ Spouse's Country of Citizenship: _____

Home Address: _____ Home Phone: _____
(Street, City, State & Zip Code) Do Not Provide a PO Box

Legal Name: _____ DOB: _____ Title: _____ % Owned _____

SSN #: _____ Country of Citizenship: _____ ☐ Married ☐ Single

Spouse's Legal Name: _____

Spouse's SSN#: _____ Spouse's Country of Citizenship: _____

Home Address: _____ Home Phone: _____
(Street, City, State & Zip Code) Do Not Provide a PO Box

Legal Name: _____ DOB: _____ Title: _____ % Owned _____

SSN #: _____ Country of Citizenship: _____ ☐ Married ☐ Single

Spouse's Legal Name: _____

Spouse's SSN#: _____ Spouse's Country of Citizenship: _____

Home Address: _____ Home Phone: _____
(Street, City, State & Zip Code) Do Not Provide a PO Box

Legal Name: _____ DOB: _____ Title: _____ % Owned _____

SSN #: _____ Country of Citizenship: _____ ☐ Married ☐ Single

Spouse's Legal Name: _____

Spouse's SSN#: _____ Spouse's Country of Citizenship: _____

Home Address: _____ Home Phone: _____
(Street, City, State & Zip Code) Do Not Provide a PO Box

Are any shareholders personal assets held in trusts? ☐ Yes ☐ No If yes, please describe and attach copies: _____

If trusts exist, will they indemnify the surety? ☐ Yes ☐ No If no, please explain: _____

List any subsidiaries, holding companies and/or affiliates of the applicant company or entities that are owned/controlled by the owners and / or spouses listed above. **If there are none, check here to so indicate:** ☐ No subsidiaries, holding companies and/or affiliates.

Firm Name	Ownership	Type of Business	Cross/Corp. Indemnity?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide copies of most recent Tax Returns for each firm listed

Is full corporate and personal indemnity by all owners and spouses and affiliates of the company provided? ☐ Yes ☒ No

If no, please explain: _____

Are the owners personally active in daily affairs of the business? ☐ Yes ☐ No

If no, please explain _____

Has company ownership remained unchanged in the past two years? ☐ Yes ☐ No

If no, please explain _____

Are all owners and spouses free of any record of criminal conviction? ☐ Yes ☐ No

If no, please explain _____

Credit Reports: Are the individual owners / spouses and company credit reports free of negative items? ☐ Yes ☐ No

If no, please explain _____

Has the company, any affiliate or subsidiary, or any owners / spouse or companies in which they have had an ownership interest or managerial role:

- a. Ever defaulted on a contract? ☐ Yes ☐ No
- b. Ever caused a surety to suffer a loss? ☐ Yes ☐ No
- c. Any Claims or Non-Payment Notices currently filed against your company? ☐ Yes ☐ No
- d. Owe/owed money to or requested financial assistance from a surety? ☐ Yes ☐ No
- e. Ever experienced a bankruptcy? ☐ Yes ☐ No
- f. Been liened by a taxing authority? ☐ Yes ☐ No
- g. Is the company or any of its owners, officers or affiliates currently involved in any litigation? ☐ Yes ☐ No
- h. Withdrawn company funds for personal investing activity? ☐ Yes ☐ No
- i. Currently or plan to use factoring companies? ☐ Yes ☐ No
- j. Currently engaged in development work or speculative building activities? ☐ Yes ☐ No
- k. Acting as a surety or indemnitor for others? ☐ Yes ☐ No
- l. Acting as an endorser for others on their notes or accounts? ☐ Yes ☐ No

If any answered Yes, please explain: _____

Company's Operations/General Information

List All Company Officers and Key Operating Personnel:

Name	Position/Responsibility	Age	Time In Position	Years in Industry

***Provide resumes ***

Name of contact person for monitoring bonded projects: _____

Phone: _____ Fax: _____ Email Address: _____ Cell: _____

Name of contact person for billing/invoices: _____

Phone: _____ Fax: _____ Email Address: _____ Cell: _____

What class of construction work does company:

a. Generally do _____

b. Specialize in _____

c. At times handle _____

What is your geographic area of operation? _____

What state(s) is your firm licensed to do business? _____

Provide copies of each state license for your firm

List the major Competitors for the company: _____

What percentage (%) of the company's work is for: _____ Government Agencies _____ Private Owners

Does the company ever engage in Joint Ventures? ☐ Yes ☐ No If yes, give details: _____

How does the company confirm financing on private work? _____

Is your firm unionized? ☐ Yes ☐ No How many work crews? _____

Has the company ever been or currently in arrears on union payments? ☐ Yes ☐ No If yes, give details: _____

What percentage (%) of work is normally subcontracted to others? _____ What trades do you normally subcontract? _____

Are bonds required from subcontractors or suppliers? ☐ Yes ☐ No If yes, over what amount? _____

Do you presently own equipment necessary to complete the program outlined above? ☐ Yes ☐ No

If no, will you be ☐ buying ☐ renting ☐ leasing?

Anticipated total acquisition cost (including down payment) \$ _____ If leasing, what are the terms of the lease(s)? _____

What is the company's policy/procedure on performing background checks of new and/or existing employees? _____

Continuity and Job Completion:

Formal Buy-Sell Agreement in place? ☐ Yes ☐ No ***If, yes please attach a copy***

How is the Buy-Sell Agreement funded? _____

What arrangements have been made to assure contracts are completed in the event key personnel are not available? _____

What incentives are given to the key employees to remain with the company and see projects through to completion? _____

Surety Relations/History:

Agent/Agency	How Long with Agent?	Carrier/Surety	Single/Aggregate	Funds Admin. or Collateral?	How Long with Surety?	Reason For Leaving

*** Attach a copy of the General Indemnity Agreement on file with the most recent surety***

Date last performance bond was provided: _____

In the last twelve months how many: Bid bonds provided _____ Performance bonds provided _____

Has the company ever had a bond request denied, granted with conditions you considered unacceptable, or had your surety credit terminated?

☐ Yes ☐ No

If yes, please explain _____

Has the company ever failed to qualify for a performance bond after an award when a bid bond was used? ☐ Yes ☐ No

If yes, please explain _____

Capacity:

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

What is the largest backlog of work at one time in the past 3 years? \$ _____ Year _____

What is the largest backlog of work you anticipate to have in the near future? \$ _____

What is your total revenue projected for the next twelve month period? \$ _____

What percentage of revenues is derived from bonded contracts? _____ %

Largest Contract References

Owner on Contract: _____ Project Name: _____

Contract \$: _____ Gross Profit _____ Year Completed: _____

Brief Description of Work: _____ Bonded ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Owner on Contract: _____ Project Name: _____

Contract \$: _____ Gross Profit _____ Year Completed: _____

Brief Description of Work: _____ Bonded ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Owner on Contract: _____ Project Name: _____

Contract \$: _____ Gross Profit _____ Year Completed: _____

Brief Description of Work: _____ Bonded ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Owner on Contract: _____ Project Name: _____

Contract \$: _____ Gross Profit _____ Year Completed: _____

Brief Description of Work: _____ Bonded ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Banking Information

Name of Bank #1: _____ Address: _____

Account Manager: _____ Phone #: _____ Acct #(s): _____

With bank since: _____ Current line of credit amount: \$ _____ Amt in use: \$ _____ When does it expire? _____

Have any loans been restructured to avoid delinquency? ☐ Yes ☐ No If yes, please explain _____

Name of Bank #2: _____ Address: _____

Account Manager: _____ Phone #: _____ Acct #(s): _____

With bank since: _____ Current line of credit amount: \$ _____ Amt in use: \$ _____ When does it expire? _____

Have any loans been restructured to avoid delinquency? ☐ Yes ☐ No If yes, please explain _____

Attach a complete copy of all current Banking Agreements

Financial Reporting and Internal Controls

Fiscal year-end is _____ (for taxes) Is a Net Profit expected for the upcoming fiscal year-end? ☐ Yes ☐ No

Company state and federal taxes (including withholding) paid current? ☐ Yes ☐ No

If no, please explain: _____

Name of Accounting firm: _____ Address: _____

Contact Person: _____ Phone: _____ Email: _____

This Accounting firm is: ☐ CPA ☐ Public Accountant ☐ Other How long has this firm prepared your financial statements? _____

Financial Statements are:

- a. For Financial Reporting: ☐ % of Completion ☐ Accrual ☐ Completed Job ☐ Cash
- b. Fiscal Year-End: ☐ Audit ☐ Review ☐ Compilation ☐ In-House
- c. Interim: ☐ Audit ☐ Review ☐ Compilation ☐ In-House

How frequently do you prepare:

- a. Interim Financial Statements: ☐ Semi-Annually ☐ Quarterly ☐ Monthly
- b. Work in Progress Reports: ☐ Semi-Annually ☐ Quarterly ☐ Monthly

Do you have an accountant/bookkeeper on staff? ☐ Yes, Fulltime ☐ Yes, Part time ☐ No

What Software is used for:

- a. Accounting: _____ How often updated? _____
- b. Job Cost Analysis: _____ How often updated? _____
- c. Estimating: _____

What quality control procedures are used for reviewing new bid proposals? _____

Control and supervision of contracts by company supervisory staff are performed on what basis:

- a. ☐ Daily ☐ Weekly ☐ Monthly
- b. ☐ Personal Job Site Visits ☐ Through Reports ☐ Other If other, please specify _____

Is field staff reporting of jobs costs broken down by labor, materials, and by project? ☐ Yes ☐ No If no, please explain how job costs are monitored: _____

What steps does the company take to ensure the collection of past due accounts receivable? _____

Attorney Information

Name of Law firm (If an outside counsel): _____ Address: _____

Attorney Name: _____ Phone: _____ Email: _____

How long has your company been represented by this person? _____

Credit References

Give names of principal suppliers/subcontractors:

Name of Firm	Phone #	Material/Service Provided

Additional Comments: _____

The Undersigned does hereby authorize KIS Surety LLC and it's designees and/or representatives to make inquiries including the obtaining of a credit report or personal history report as necessary concerning the undersigned's financial standing, credit, personal standing or manner of meeting obligations. I understand this will be to verify the accuracy of the statements made and to determine my worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the state date (s). The undersigned agrees to INDEMNIFY and HOLD HARMLESS KIS Surety LLC Its Sureties, related companies, affiliates, reinsurers, officers and employees from all loss, cost and expense (including all legal expenses) that may arise in connection with this application. A Copy of this agreement shall be considered the same as the original. This authorization is to remain in full force until rescinded by the applicant in writing. These statements are made for the purpose of obtaining a bond. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Section 817.2334 (1) (b), F.S. "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an applicaiton containing any false, misleading information is guilty of a felony in the third degree."

Dated this _____ day of _____, 20 _____

Name of Company

Completed By

Signature

Title

Authorization and Credit Release:

Owner _____ Date _____

Owner _____ Date _____



PERSONAL FINANCIAL STATEMENT

As of _____ , _____

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks	\$		Accounts Payable	\$	
Savings Accounts	\$		Notes Payable to Banks and Others	\$	
IRA or Other Retirement Account	\$		(Describe in Section 2)		
Accounts & Notes Receivable	\$		Installment Account (Auto)	\$	
Life Insurance-Cash Surrender Value Only	\$		Mo. Payments \$		
(Complete Section 8)			Installment Account (Other)	\$	
Stocks and Bonds	\$		Mo. Payments \$		
(Describe in Section 3)			Loan on Life Insurance	\$	
Real Estate	\$		Mortgages on Real Estate	\$	
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value	\$		Unpaid Taxes	\$	
Other Personal Property	\$		(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities	\$	
Other Assets	\$		(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities	\$	
			Net Worth	\$	
Total	\$		Total	\$	

Section 1. Source of Income			Contingent Liabilities		
Salary	\$		As Endorser or Co-Maker	\$	
Net Investment Income	\$		Legal Claims & Judgments	\$	
Real Estate Income	\$		Provision for Federal Income Tax	\$	
Other Income (Describe below)*	\$		Other Special Debt	\$	

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly,etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)			
	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

Signature:	Date:	Social Security Number:
Signature:	Date:	Social Security Number:

