Large Contract Bond Submission Checklist

Please prepare and submit the following information to our bond department:

- ✔ **Business Financial Statements** – Last 3 years of fiscal year-end financial statements prepared by a CPA on a percentage of completion basis. If the statement is over 180 days old, an interim statement will be required.
- ✔ **Schedule of Aged Receivables, Payables & Retention** – Concurrent with the last fiscal year-end business statement with notations as to amounts collected since the statement date.
- ✔ **Bank Letter** – Working capital line of credit: total amount of line, terms, security, and amount currently available. Include bank line covenants.
- ✔ **Schedule of Uncompleted Work In Progress** *(Template available to download from our website)* – Concurrent with financial statements and no less than quarterly.
- ✔ **Personal Financial Statement** *(Template available to download from our website)* – For all owners/stockholders.
- ✔ **Contractor's Questionnaire** *(Template available to download from our website)* – No older than 2 years old.
- ✔ **Reference letters** – From owners or general contractors of the largest jobs completed in the last 3 years.
- ✔ **Resumes** – On owners and key employees.
- ✔ **Performance/Payment Request** – Include complete copy of contract and bond forms.
- ✔ **Bond Request Form** *(Template available to download from our website)* – Include copy of bid specifications and bid forms.

Please be sure that all financial information is prepared concurrently with the most recent fiscal year-end.

Bond Department Fax: 910-763-5861 **Bond Department Phone: 910-251-5437**