

HAMPTON ROADS BONDING
 1080 Laskin Road, Suite 204
 Virginia Beach, Virginia 23451
 Phone (757) 491-1100/Fax (757) 491-3134

SURETY APPLICATION

General Information

Contractor: _____ Type: _____
 (as name appears on license) (Corporation, Partnership, Proprietorship)

Address: _____ Phone: _____

Date Business Formed: _____ Date / State Incorporated: _____ Tax I.D. No.: _____

Type of Work Performed : _____ Percent Subcontracted: _____

Geographic Area Served: _____ Trades Subcontracted: _____

Is the company, its owners or officers connected with other companies, partnerships or ventures?: Yes ___ No ___

If yes, list them and describe relationship:

Owners, Officers And Their Spouses: ATTACH RESUMES

Name / Spouse	Age	Title	% Ownership	Social Security Nuber(s)
1.				/
2.				/
3.				/
4.				/
5.				/

How long in business under present ownership/management?: _____ Is there key man life insurance?: Yes ___ No ___

Is there a buy/sell agreement or job completion plan? Y/N: _____ On Whom: _____

**If yes please provide documentation: Amount: _____

What is the largest amount of uncompleted work on hand at any one time in the past?: \$ _____
 No. of jobs: _____ Year: _____

List The Five Largest Contracts Completed In The Past Five Years:

Owner (incl. Contact Person)	Phone No.	Job	Contract Price	Profit	Compl. Date
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1.

2.

3.

4.

5.

Has the company (or an officer/owner) ever failed to complete a contract?: Yes No

Caused a surety a loss?: Yes No

**If so, explain:

List The Three Largest Contracts Currently In Progress:

Owner (incl. Contact Person)	Phone No.	Job	Contract Price	Est. Profit	Est. Compl.
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1.

2.

3.

List Three Architects That You Have Worked With In The Past Three Years:

Owner (incl. Contact Person)	Phone No.	Job	Contract Price	Profit	Compl. Date
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1.

2.

3.

List Prior Bonding Companies And Reason For Change::

Name

Reason For Change

1.

2.

Has the company, any of its owners and officers, ever been in bankruptcy or receivership? Yes No

If yes, please explain and identify bankruptcy proceeding by date tried, court and case number:

Are any liens filed against the company, or is the company, an owner or officer, involved in litigation? Yes No

If yes, please explain and identify litigation by caption, case number , court, etc.:

List Major Suppliers:			
Name	Material/Service Provided	Complete Address	Phone No.
1.			
2.			
3.			
4.			
5.			

Accounting:		
When Is Your Fiscal Year End?	When Is Your Tax Year End?	On Which Method Are Taxes Paid? Cash _____ Accrual _____ Compl. Contract _____ %
Who Prepares Your Tax Returns? CPA ___ Public Accountant ___ Tax Service ___ Internal ___		Name Of CPA Firm, Contact And Phone NO.. _____
Who Prepares Your Financial Statements? CPA ___ Public Accountant ___ Tax Service ___ Internal ___		Same CPA For Tax Returns And Financial Statements? Yes ___ No ___
On What Method Are The Statements Prepared? % Accrual Cash Other _____	How Often?	Does Your Office Have A Full Time Accountant? Yes ___ No ___
Describe Your Job Cost Record Keeping System:		

Banking:		
Name Of Bank: _____ Address: _____	Loan Officer: _____ Phone Number: _____	
On What Method Are The Statements Prepared? % Accrual Cash Other _____	How Often?	Does Your Office Have A Full Time Accountant? Yes ___ No ___
Amount Of Line Of Credit: EXPIRATION DATE:	How Secured?	Amount In Use \$
Checking / Savings Account Number(s):		

ATTACH A TERMS AND CONDITIONS LETTER SIGNED BY THE LOAN OFFICER	
<p style="text-align: center;">I / WE AUTHORIZE THE SURETY TO INVESTIGATE THE INFORMATION PROVIDED ON THIS APPLICATION. WE UNDERSTAND THAT INQUIRIES WILL BE MADE TO VERIFY PAST PERFORMANCE AND CREDIT HISTORY, AND THAT SURETY WILL ORDER CREDIT REPORTS ON THE COMPANY, ITS OWNERS, OFFICERS AND THEIR SPOUSES. THIS APPLICATION HAS BEEN GIVEN TO INDUCE SURETY TO EXTEND CREDIT, AND THE OFFICER SIGNING BELOW ATTESTS TO THE TRUE AND ACCURATE REPRESENTATIONS MADE HEREIN.</p>	
SIGNED THIS _____ DAY OF _____, 20____.	SIGNATURE: _____ PRINTED NAME & TITLE: _____
AGENT: _____	DATE: _____