AMERICANSURETYBONDS

1587 N.E. Expressway
Atlanta • Georgia • 30329
(404) 486-2355 (Main)
(877) 201-8976 (Toll Free)
(404) 329-8158 (Fax)
info@suretybondsagency.com
www.suretybondsagency.com

Contractor Bond Kit

Following is a list of forms and items needed to get set up for bid, payment and performance bonds. Please be kind enough to complete each form in its entirety and provide us as much information as possible. The more information we have, the faster we can say YES to your approval. If you have any questions or need any assistance, please do not hesitate to contact us immediately.

General Forms to Complete

- **Contractor's Questionnaire**
- **Personal Financial Statement**—all owners, partners, stockholders or members must complete.
- **Business Plan**
- **Resume**—all owners, partners, stockholders, members and key personnel must complete.
- **Work on Hand**—must be current within 30 days.
- **Bank Reference Letter**—please have your bank representative complete the form and return to us.
- **Reference Letter**—please have a representative from your ***3 largest projects*** complete this form and return directly to us.
- **Supplier Reference Letter**—please have a representative from ***3 prime suppliers*** complete this form and return directly to us.

Financial Statements

- **Please provide copies of the company's CPA prepared fiscal year-end statements for the last *3 years*.**
  - The statements must be prepared by a CPA using the percentage of completion method of accounting.
  - If your company is new or recently incorporated, please have your CPA prepare an opening financial statement.
  - If your statement is more than 6 months old, please provide an interim statement less than 90 days old.

Bond Request Forms

Please complete the bond request forms ONLY if you have a CURRENT bond request.

- **Bid Bond Request**—complete this form only if you have a current bid bond request.
- **Payment and Performance Bond Request**—Complete the form only if you have a current payment & performance bond request.
- **Job Cost Breakdown**—This form must accompany all bond requests.

Other Items Needed

- **Corporate Tax Returns for the LAST 3 YEARS.** If you have filed an extension for this year, please provide a copy of the extension.
- **Personal Tax Returns for the LAST 3 YEARS**. All owners, partners, stockholders and/or members must submit their personal tax returns.
- **Current Certificate of Insurance**

*****Please be as thorough as possible when completing all sections of the bond kit.**

Contact us immediately with any questions or if you need assistance.***