



Contractor's Questionnaire

Name of Firm: _____
 Address: _____
 Fiscal Yr. End: _____ Phone: _____
 Contracting Specialty: _____ Contact Person: _____
 Year Business Started: _____ Title: _____
 Type of business: Corporation Partnership Proprietorship
 Province of Incorporation _____ Area of Operation: _____

List the corporate officers, partners or proprietors of your firm:

Full Name (including initials)	Year of Birth	Position	Percent Owned	Full Name of Spouse (including initials)
_____	_____	_____	%	_____
_____	_____	_____	%	_____
_____	_____	_____	%	_____
_____	_____	_____	%	_____

1. Have there been any changes in the control or management of the company in the past three years? Yes No
 If yes, please explain: _____
2. Will the above individuals and spouses personally indemnify Surety? Yes No
 If no, please explain: _____
3. Is there a buy/sell agreement among the owners of the business? *if yes please attach a copy* Yes No
 Is this agreement funded by life insurance? Yes No
4. Is your firm union? Yes No
5. How many people does your firm employ? _____
6. How many work crews? _____
7. Has your firm or any of its principals ever petitioned for bankruptcy, failed in business or defaulted so as to cause a loss to a Surety? Yes No
 If yes, please explain: _____
8. Is your firm or any of its owners of officers currently involved in any litigation? Yes No
 If yes, please explain: _____
9. Are any liens for labour or material filed against you? Yes No
 If yes, please explain: _____
10. Are you involved in any disputes with work done by you or for you? Yes No
 If yes, please explain: _____
11. What percentage of the firm's work is normally for: Government Agencies? _____ % Private Owners: _____ %
12. What percentage of the firm's work is normally subcontracted: _____ % Are bonds required of subs? Yes No
 What trades do you normally subcontract? _____
 What trades do you normally undertake with your own forces? _____
13. Is this company, a related company or any of the persons named above or their spouses engaged:

In a joint venture	<input type="checkbox"/> Yes <input type="checkbox"/> No	in design work	<input type="checkbox"/> Yes <input type="checkbox"/> No
In land or property speculation	<input type="checkbox"/> Yes <input type="checkbox"/> No	as a sub divider	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. What is the largest amount of uncompleted work on hand at one time in the past? Amount: \$ _____ Year _____
15. What is the largest job you expect to do during the next year? \$ _____
16. What is the largest uncompleted work program expected during the next year? \$ _____
17. What is your expected annual volume next year? \$ _____

18. Do you lease equipment? Yes No Type of Lease? _____
 What are the terms of the lease? _____
19. Have you or any related company purchased any equipment or other assets since your last fiscal year end? Yes No
 If yes, please indicate: (If more than one, use a separate sheet of paper)
 a) type of asset _____ b) down payment \$ _____ c) Total purchase price \$ _____
20. Do you or any related Company contemplate purchasing, in the next 12 months, any equipment or other fixed assets?
 Yes No If yes, please indicate: (If more than one, use a separate sheet of paper)
 b) type of asset _____ b) down payment \$ _____ c) Total purchase price \$ _____
21. Have you or any related Company since the last fiscal year end, constructed, or do you contemplate constructing, acquiring or renovating in the next 15 months, a building, shop or plant for your own use? Yes No
 If yes, please provide details: _____
22. What is the estimated market value of your fixed assets? _____
23. Name of your accountants/auditors: _____ Phone: _____
 Contact Person: _____
24. On what basis are taxes paid? Cash Completed Job Accrual % of Completion
25. On what basis are financial statements prepared? Cash Completed Job Accrual % of Completion
 Financial statements are prepared on a(n) Audit Review Notice to reader basis
 How often are financial statements prepared? Annually Semi-annually Quarterly Monthly
26. Do you have a full time accountant on staff? Yes No Years experience: _____
27. Is the Company computerized? Yes No
28. Are job cost records kept? Yes No How often reviewed? _____
29. Are any accounts receivable or holdbacks of consequence overdue or doubtful? Yes No
 If Yes, state amount and provide details: _____
30. Name of your bank: _____
 Phone: _____ Contact Person: _____
 Address: _____
 Amount of line of credit: _____ Average use: _____
 What is the interest rate? _____ How secured? _____
31. What other loans do you have? _____
32. Is your company acting as Guarantor, Indemnitor or Surety for others or as endorser on their notes of account? Yes No
 If yes, please give details: _____

33. Previous Bonding Companies:

Name	Reason for Leaving
_____	_____
_____	_____

34. List three of your largest contracts:
- | | | |
|------------------|--------------------------|--|
| Job name: _____ | Contract Price: \$ _____ | Completion Date: _____ |
| Owner: _____ | Address: _____ | |
| Telephone: _____ | Contact: _____ | Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job name: _____ | Contract Price: \$ _____ | Completion Date: _____ |
| Owner: _____ | Address: _____ | |
| Telephone: _____ | Contact: _____ | Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job name: _____ | Contract Price: \$ _____ | Completion Date: _____ |
| Owner: _____ | Address: _____ | |
| Telephone: _____ | Contact: _____ | Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No |

35. List four of your major suppliers:

Name	Address	Telephone	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

36. List three subcontractors (or contractors if you are a subcontractor) that you do business with:

Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____
 Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____
 Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____

37. List three Architects or Engineers that you have done business with:

Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____
 Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____
 Name: _____ Address: _____
 Telephone: _____ Contact: _____ Job: _____

38. List key personnel, foremen or supervisors:

Name	Position	Yr. of Birth	Yrs. Exp	Previous Employer
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

39. List any life insurance in effect for key personnel:

Name _____ Beneficiary _____ Amount \$ _____
 Insurance Company: _____
 Name _____ Beneficiary _____ Amount \$ _____
 Insurance Company: _____
 Name _____ Beneficiary _____ Amount \$ _____
 Insurance Company: _____

40. List other insurance coverage currently in effect:

	Limit	Insurance Company	Expiration Date
General Liability:	\$ _____	_____	_____
Umbrella:	\$ _____	_____	_____
Property & Equipment:	\$ _____	_____	_____
Other:	\$ _____	_____	_____

41. List any subsidiaries and affiliated companies:

Firm Name	Ownership	Type of Business
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REMARKS:

The undersigned hereby represents that the above statements are true and authorizes the Bank and other references to verify the correctness of the statements.

Completed by: _____

Title: _____

Date: _____

Attached to this presentation should be:

- a) Last three fiscal year end statements and any recent interim statement of applicant and of all related companies whether active or not.
- b) Aged listing of accounts receivables and payables as at the year-end as well as at a current date.
- c) Personal financial statements of all shareholders and financial statements of their other companies whether active or not.
- d) Purpose and description of operations of each of the related or privately owned companies whether active or not.
- e) Current job progress report and job progress report as of latest financial year-end.
- f) A letter from your bank stating your operating line of credit, the amount presently in use and the security held.
- g) Resumes on key personnel.