



CONTRACTOR BOND APPLICATION CHECKLIST OPTION #2 SBA BOND PROGRAM

Please provide the following documents to complete your bond application:

1. Last three fiscal year end financial statements of the company. If not CPA prepared, internal financial statements are accepted with commitment to upgrade to a CPA financial statement by next fiscal year end.
2. A current interim in-house financial statement dated from the latest month end.
3. With both the most recent year end financial statement submitted and the interim financial statement submitted provide the following:
 - A. Concurrent A/R aging report
 - B. Concurrent A/P aging report
 - C. Concurrent Bank Statements to verify cash balances
 - D. Concurrent work in progress schedule – [see online SBA Form 994F](#)
4. Financial statement of any related companies along with tax returns for the most recent year end financial statement.
5. Company tax returns, including related company tax returns, for past three years.
6. Personal tax returns and K1s for past three years on all owners.
7. Copy of the bank line of credit agreement.
8. Company marketing brochure or web info.
9. Copy of Articles of Incorporation and/or Organization - whichever applies.
10. If an LLC, please submit the Operating Agreement.
11. TBG Contractor Questionnaire – [see online form](#).
12. Reference letters from three (3) owners of your largest projects to date - [see online form](#).
13. Reference letters from three (3) suppliers – [see online form](#).
14. Bank reference letter – [see online form](#).
15. Current Certificate of Insurance.
16. Resumes of key personnel.
17. Buy-Sell Agreement if one exists.
18. Copies of any life insurance pertaining to owners and/or key personnel.
19. Bond Request Form – see online [bid bond](#) and [performance & payment](#) bond forms
20. Personal financial statement (each individual with 10% or more ownership) - [SBA Form 413](#).
21. Statement of Personal History – [SBA Form 912](#).
22. Business Plan, if available. Not necessary but good to have. [Template available here](#)