



CONTRACTOR'S BOND APPLICATION CHECKLIST

OPTION #1 TRADITIONAL SURETY BONDS

Please provide the following information to complete your bond application:

1. Last three year end financial statements of the company. If the financial statements are not CPA prepared on the “percentage to completion basis”, then internal financial statements are accepted with your commitment to upgrade to a CPA statement percentage to completion statement for the 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 statements submitted, please provide:
 - A. Concurrent A/R aging report
 - B. Concurrent A/P aging report
 - C. Concurrent Work in Progress Schedule—[see online form](#).
 - D. Concurrent Bank Statements to verify cash balances
4. Current personal financial statements on all owners – [see online form](#). Documentation to support any cash or marketable securities listed is required. Appraisals of any real estate listed are valuable to us.
5. Copy of the Bank line of credit agreement.
6. Resumes for all key personnel.
7. Company brochure and/or company website information—if available
8. Buy-Sell Agreement, if one exists.
9. Business Plan, if one exists.
10. Financial statements on any related companies.
11. Company and/or related company's tax returns for past three (3) years.
12. If an LLC, please submit a copy of your operating agreement.
13. Copy of the article(s) of incorporation and/or organization—which ever applies.
14. Personal tax returns and K1s for past three (3) years on all owners.
15. TBG Contractor's Questionnaire—[see online form](#).
16. Details on any life insurance pertaining to owners and/or key personnel.
17. Current insurance certificate. Please call us at 410-876-9610 if you would like to obtain a proposal for ANY type business insurance coverage.
18. Bond Request Form—see online [bid bond](#) and [performance and payment](#) request forms. Bond information requirements are outlined in the Bond Request Information Requirements supplement.
19. Three (3) supplier references. [See online form](#).
20. Three (3) owner references. [See online form](#).
21. Bank reference form. [See online form](#).