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| Yates_Stacked_Logo_Full_Color_Dark | **nasbp_tinyYATES, LLC**  **CONTRACTOR QUESTIONNAIRE** www.nasbp.org/toolkit  2800 Century Parkway NE, Suite 300  Atlanta, Georgia 30345  404-633-4321 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BUSINESS INFORMATION | | | | | | | | | | | | | | | | | | | | | | |
| Name of Firm: | |  | | | | | | | | | | | | | | | | | | | | |
| Contact Name: | |  | | | | | | | | | | | E-mail Address: | | | |  | | | | | |
| Firm Address: | |  | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | |
| Phone: | |  | | | | | | | | | |  | | | | Fax: |  | | | | | |
| Web Site: | | http:// | | | | | | | | | | | | | | | | | | | | |
| State of Incorporation: | |  | | | |  | | | | | Year Started: | | | | | |  | | |  | | |
| Tax ID: | |  | | | | | | | | | Is your firm union? | | | | | | Yes  No | | | | | |
| Contracting Specialty: | |  | | | | | | | | | | | | | | | | | | | | |
| Geographic Area(s) of Operation: | |  | | | | | | | | | | | | | | | | | | | | |
| Type of Business | | C-Corp.  Sub S. Corp.  Part.  Prop.  LLC | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| OFFICER INFORMATION | | | | | | | | | | | | | | | | | | | | | | |
| *List the corporate officers, partners, or proprietors of your firm:* | | | | | | | | | | | | | | | | | | | | | | |
| Legal Name | | | | | Date of Birth | | | SSN | | | | | | | Legal Name of Spouse | | | | Spouse SSN | | | |
| 1. | | | |  | /  / | |  |  | | | | | |  |  | | |  |  | |  | |
| Position: |  | | | | Percent Owned: | | | |  | Home Address: | | | | |  | | | | | | | |
| 2. | | | |  | /  / | |  |  | | | | | |  |  | | |  |  | |  | |
| Position: |  | | | | Percent Owned: | | | |  | Home Address: | | | | |  | | | | | | | |
| 3. | | | |  | /  / | |  |  | | | | | |  |  | | |  |  | |  | |
| Position: |  | | | | Percent Owned: | | | |  | Home Address: | | | | |  | | | | | | | |
| 4. | | | |  | /  / | |  |  | | | | | |  |  | | |  |  | |  | |
| Position: |  | | | | Percent Owned: | | | |  | Home Address: | | | | |  | | | | | | | |
| 5. | | | |  | /  / | |  |  | | | | | |  |  | | |  |  | |  | |
| Position: |  | | | | Percent Owned: | | | |  | Home Address: | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Will the above individuals and spouses personally indemnify Surety? | | | | | | | | | | | | | | | Yes  No (*explain below*) | | | | | | | |
| If No, explain: | | |  | | | | | | | | | | | | | | | | | | | |
| Is there a buy/sell agreement among the owners of the business? | | | | | | | | | | | | | | | Yes  No | | | | | | | |
| Is this agreement funded by life insurance? | | | | | | | | | | | | | | | Yes  No | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| BUSINESS DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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? If so, please attach explanation. | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | |
| Is your firm or any of its owners or officers currently involved in any litigation? If so, please attach explanation. | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | |
| What percentage of the firm’s work is normally for*:* | | | | | | Government Agencies | | | | | | | | | | | | | | | | |  | | Private Owners | | | | | | |  |
| What trades do you normally undertake with your own forces? | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| What percentage of the firm’s work is normally subcontracted to others? | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | | |
| What trades do you normally subcontract? | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is your sub bonding policy? | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What was your largest uncompleted backlog? | | | | | | | | | Amount: | | | | | | | $ | | | | | | | | | | | | | Year: | |  | |
| What is the largest job you expect to do during the next year? | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| What is the largest backlog expected next year? | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| What is your expected annual volume? | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Do you lease equipment? | | | | Yes  No | | | | | | | | Type of lease: | | | | | | | | |  | | | | | | | | | | | |
| What are the terms of the lease? | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FINANCIAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of CPA Firm:** | |  | | | | | | | | | | | | | | | | | | | | Fiscal Year End: | | | | | | | |  | | |
| Contact Name: | |  | | | | | | | | | | | E-mail: | | | | |  | | | | | | | | | | | | | | |
| Company Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company Phone: | |  | | | | | | | | | | Fax: | | | | | | |  | | | | | | | | | | | | | |
| On what basis are taxes paid? | | | | | | | | Cash  Completed Job  Accrual  % of Completion | | | | | | | | | | | | | | | | | | | | | | | | |
| On what basis are financial statements prepared? | | | | | | | | Cash  Completed Job  Accrual  % of Completion | | | | | | | | | | | | | | | | | | | | | | | | |
| On what level of assurance are financial statements prepared? | | | | | | | | | | | | | | | CPA Audit  Review  Compilation | | | | | | | | | | | | | | | | | |
| How often are internal financial statements prepared? | | | | | | | | | | Annually  Semi-Annually  Quarterly  Monthly | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a full time accountant on staff? | | | | | | | Yes  No | | | | | | | Professional designations: | | | | | | | | | | | | |  | | | | | |
| What accounting software do you use? | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What estimating software do you use? | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What job cost software do you use? | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Bank: |  | | | | | | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | |
| Contact Name: |  | | | | | | | | | | Phone: | | | | | |  | | | | | | | | | | | | | | | |
| Line of Credit: | $ | | | | | | | | | | Expiration: | | | | | | /    / | | | | | | | | | | | | | | | |

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| EXPERIENCE & REFERENCES | | | | | | | | | | | | | | | | | | | | | |
| *Previous Bonding Companies:* | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | |  | | Reason for Leaving: | | | | | | | | | | | | | |
| 1. | | | | | |  | |  | | | | | | | | | | | | | |
| 2. | | | | | |  | |  | | | | | | | | | | | | | |
| 3. | | | | | |  | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *List five of your largest contracts:* | | | | | | | | | | | | | | | | | | | | | |
| Job Name: | | | Contract Price: | | | | | | | Gross Profit: | | | | | Completion Date: | | | | | | Bonded? |
| 1. | |  |  | | | | | |  |  | |  | | | /    / | | | |  | | Yes  No |
| Contact: |  | | | | | | | | | | Phone/Fax Numbers: | | | | | | | p:              f: | | | |
| 2. | |  |  | | | | | |  |  | |  | | | /    / | | | |  | | Yes  No |
| Contact: |  | | | | | | | | | | Phone/Fax Numbers: | | | | | | | p:              f: | | | |
| 3. | |  |  | | | | | |  |  | |  | | | /    / | | | |  | | Yes  No |
| Contact: |  | | | | | | | | | | Phone/Fax Numbers: | | | | | | | p:              f: | | | |
| 4. | |  |  | | | | | |  |  | |  | | | /    / | | | |  | | Yes  No |
| Contact: |  | | | | | | | | | | Phone/Fax Numbers: | | | | | | | p:              f: | | | |
| 5. | |  | |  | | | | |  |  | | |  | | | /    / | | |  | Yes  No | |
| Contact: |  | | | | | | | | | | Phone/Fax Numbers: | | | | | | | p:              f: | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *List five of your major suppliers:* | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | Phone/Fax Numbers | | | | | | | | | | Contact | | | | |
| 1. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 2. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 3. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 4. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 5. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *List five subcontractors (or contractors if you are a subcontractor) that you do business with:* | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | Phone/Fax Numbers | | | | | | | | | | Contact | | | | |
| 1. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 2. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 3. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 4. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 5. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *List three specialty trades you have done business with:* | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | Phone/Fax Numbers | | | | | | | | | | Contact | | | | |
| 1. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 2. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |
| 3. | | | | |  | | p:              f: | | | | | | |  | | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| KEY PERSONNEL | | | | | | | | | | | | | | | | | | | | | | |
| *List additional personnel key to your operations:* | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | Position | | | | | | | | Birth Year | | | | Yrs. Experience | |
| 1. | | | | | | | |  |  | | | | | | |  |  | | |  |  | |
| 2. | | | | | | | |  |  | | | | | | |  |  | | |  |  | |
| 3. | | | | | | | |  |  | | | | | | |  |  | | |  |  | |
| 4. | | | | | | | |  |  | | | | | | |  |  | | |  |  | |
| 5. | | | | | | | |  |  | | | | | | |  |  | | |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| LIFE INSURANCE INFORMATION | | | | | | | | | | | | | | | | | | | | | | |
| *List any life insurance in effect on officers or key personnel:* | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | Beneficiary | | | | | | | Amount | | | | | Insurance Company | | | |
| 1. | | | | | |  |  | | | | | |  | $ | | | |  |  | | | |
| 2. | | | | | |  |  | | | | | |  | $ | | | |  |  | | | |
| 3. | | | | | |  |  | | | | | |  | $ | | | |  |  | | | |
| 4. | | | | | |  |  | | | | | |  | $ | | | |  |  | | | |
| INSURANCE INFORMATION | | | | | | | | | | | | | | | | | | | | | | |
| BUSINESS INSURANCE INFORMATION | | | | | | | | | | | | | | | | | | | | | | |
| *Provide information on your business insurance:* | | | | | | | | | | | | | | | | | | | | | | |
| Name of insurance broker/agency? | | | |  | | | | | | | | | | | | | | | | | | |
| Agent’s Name: |  | | | | | | | | | | | E-mail: | | |  | | | | | | | |
| Fax: |  | | | | | | | | | | | Phone: | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| SUBSIDIARIES AND AFFILIATES | | | | | | | | | | | | | | | | | | | | | | |
| *List any subsidiaries and affiliates of the contracting firm:* | | | | | | | | | | | | | | | | | | | | | | |
| Firm Name | | | | | Ownership | | | | | | Type of Business | | | | | | | | | | | Cross/Corp. Indemnity? |
| 1. | | |  | |  | | | | |  |  | | | | | | | | | | | Yes  No |
| 2. | | |  | |  | | | | |  |  | | | | | | | | | | | Yes  No |
| 3. | | |  | |  | | | | |  |  | | | | | | | | | | | Yes  No |
| 4. | | |  | |  | | | | |  |  | | | | | | | | | | | Yes  No |
| 5. | | |  | |  | | | | |  |  | | | | | | | | | | | Yes  No |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Remarks: | |  | | | | | | | | | | | | | | | | | | | | |

**Attachments:**

Copies of the last three fiscal financial statements including work in progress & completed contract schedules

Current interim financial statement and work in progress report if fiscal statement is over six months old

Current financial statement for all indemnitors

Bank Line of Credit Agreement

Business Plan

Buy/Sell Agreement

Specimen Copy of Subcontract Agreement

Certificate of Insurance

Resumes of Owners/Key Employees

Brochure and/or Letters of Recommendation about the accomplishments of your firm

Other: please describe below:

**Applicant(s) hereby authorize the Surety to make such pertinent inquiry as may be necessary from financial institutions, persons, firms, and corporations in order to confirm and verify information referred to or listed on this application.**

**This questionnaire must be signed by an owner or officer of the company for which bonding is being requested.**

Name of Firm: \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by: \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_   /    /   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Remarks: