



CONTRACTOR'S QUESTIONNAIRE

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 Fairfield, NJ 07004-3508
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chadlersolutions.com

GENERAL INFORMATION

1. Principal: _____
(Full Legal Name of Entity)
 Address: _____

2. Contact: _____ Title: _____
 Telephone: _____ Fax: _____
 Website: _____ Email: _____

3. Business Structure: Sole Proprietor Partnership "C" Corporation "S" Corporation LLC

4. Year Business Started: _____ State of Incorporation: _____ Date of Incorporation: _____

5. Federal Tax ID #: _____ Name of Predecessor Company: _____

6. Area of Operation: _____ State licenses: _____
 a. Contracting Specialty: _____

7. Total # of Employees: _____ Office: _____ Field: _____

8. What percentage of the firm's work is normally for? Government Agencies: _____ Private Owners: _____
 a. Are these percentages expected to change within the next twelve (12) months? Yes No
 b. If yes, what are they expected to change to? Government Agencies: _____ Private Owners: _____

9. What trades do you normally subcontract? _____
 a. Do you require your subcontractors to provide a bond? Yes No
 b. What percentage of the firm's work is normally subcontracted? _____
 c. What trades do you normally perform with your own forces? _____

10. Is your firm Union? Yes No
 If so, which Unions? _____

OWNERS & KEY EMPLOYEES

11. Name: _____ SSN: _____
 Home Address: _____ Position: _____
 Date of Birth: _____ Percentage Owned: _____
 Spouse's Name: _____ Spouse's SSN: _____

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12. Are the owners personally involved in the business? Yes No
13. Are any of the officers/owners have a financial interest in, currently engaged in, or expected to engage in any form of real estate investment, development, building or any other form of speculative venture? Yes No
 If yes, describe: _____
14. In addition to contracting, what other business activities are you engaged in or intend to engage in?

SUSIDIARIES & AFFILIATES

15. Name	Address	Ownership	Type of Business	Tax ID #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BUSINESS CONTINUITY/JOB COMPLETION PLAN

16. Is there a formal Buy-Sell Agreement in place? Yes, please attach a copy. No
- a. How is this Buy-Sell Agreement funded? _____
- b. Who is the Buy-Sell Agreement between? _____
- c. If no Buy-Sell is in effect, is there a Will in effect which addresses how ownership is to change? Yes No
 If yes, please explain: _____
- d. What arrangements have been made to assure contracts are completed in the event of the death or disability of the owner(s)?

LIFE INSURANCE

17. Name of Insured	Amount	Insurance Company
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INSURANCE DATA

18. Type	Amount	Insurance Company
General Liability Insurance	_____	_____
Pollution Liability Insurance (if applicable)	_____	_____
Worker's Compensation Insurance	_____	_____
Professional Liability Insurance	_____	_____

BANK INFORMATION

19. Type of Acct	Name	Relationship (Yrs)	Name of Representative	Phone #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

20. Line of Credit (LOC): _____ Expiration Date _____ LOC Balance: _____

21. Security for Line of Credit:
- Unsecured Accounts Receivable Inventory Personal Endorsement
 Contract Rights Equipment Real Estate

ACCOUNTING & FINANCIAL REPORTING

17. Firm Name _____ Address _____ Accountant _____ Phone # _____
- a. This firm is: CPA Public Accountant Independent Other _____
- b. How many years has this firm prepared your financial statements? _____ Tax Returns? _____
18. Fiscal Year-End: _____
19. Staff Accountant? Yes No
- a. If, yes name of staff accountant: _____ # Years employed: _____
20. Year of last IRS Audit? _____ Results: _____
21. Have your operations been profitable since the last statement date? Yes No
- a. Since the last statement was there any changes in your financial condition? Yes No
22. Tax preparation: Cash Accrual Completed Project % of Completion

JOB EXPERIENCE

23. Largest single job completed in the last five (5) years: _____ Year: _____
24. Largest incomplete job: _____ Year: _____
25. Largest single job ever completed: _____ Year: _____
26. Average Single Job: _____ Year: _____

REFERENCES – JOB REFERENCES - List the four largest job completed to date

27. Job Description: _____
- Obligee/Owner: _____ Telephone: _____
- Address: _____
- Contract Price: _____ Profit: _____
- Name of Surety: _____ Project term: _____
- Architect/Engineer: _____ Telephone: _____
- Job Description: _____
- Obligee/Owner: _____ Telephone: _____
- Address: _____
- Contract Price: _____ Profit: _____
- Name of Surety: _____ Project term: _____
- Architect/Engineer: _____ Telephone: _____
- Job Description: _____
- Obligee/Owner: _____ Telephone: _____
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- Address: _____
- Contract Price: _____ Profit: _____
- Name of Surety: _____ Project term: _____
- Architect/Engineer: _____ Telephone: _____

REFERENCES - SUBCONTRACTORS - List four major suppliers and/or subcontractors

27. Name	Address	Phone #	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUITS, JUDGMENTS, DEFAULTS & CONTINGENT LIABILITIES

28. Has any of your company(ies), officer(s), or partner(s) every filed bankruptcy? Yes No
- Has your company ever failed to qualify for a bond after an award? Yes No
- Has your company ever failed to complete a contract? Yes No
- Have any Mechanic's Liens been filed on your work? Yes No
- Has your bond credit ever been terminated by a surety? Yes No
- Has any of your company(ies), affiliate(s), subsidiary(ies) you now own or did own default on a bond? Yes No
- Are you acting as surety or bondsman for others? Yes No
- Are you acting as endorser(s) for others on their notes or accounts? Yes No
- Does your company or any officer or partner owe any money to bonding company? Yes No
- Are Federal, State and Local taxes for your company and all officers or partners current? Yes No
- Has any of your company(ies), officer(s), or partner(s), ever required any financial assistance or borrowed money from a surety company? Yes No

SURETY PROFILE

29. Name of Prior Sureties: _____
30. Name & Address of Present Surety : _____
- a. How long have you been with your present Surety? _____ Reason for changing: _____
- b. As an inducement for bonding are you currently providing: Personal Indemnities Collateral (LOC/Cash)
 Additional Corporate Indemnities
- c. Are all owners & their spouses willing to personal indemnify the surety? Yes No
- d. Have you been turned down by your current surety? _____ | Yes, attach explanation No
- e. Has any of your company(ies), partner(s) or officer(s) ever caused a loss to a surety? Yes, attach explanation No

CREDIT FILE SUBMISSION DOCUMENTS CHECKLIST - Please check the documents that will be submitted to this form

- | | |
|--|--|
| <input type="checkbox"/> Balance Sheet & Income Statement (In House) | <input type="checkbox"/> Personal Tax Returns |
| <input type="checkbox"/> Bank Line of Credit Agreement | <input type="checkbox"/> Personal Financial Statements |
| <input type="checkbox"/> Bank Statements | <input type="checkbox"/> Work In Progress Schedule |
| <input type="checkbox"/> Corporate Tax Returns | <input type="checkbox"/> Aged Accounts Receivables |
| <input type="checkbox"/> Corporate Tax Returns – Affiliate/Subsidiary | <input type="checkbox"/> |
| <input type="checkbox"/> Corporate Year End Financial Statement (CPA prepared) | <input type="checkbox"/> |
| <input type="checkbox"/> Resumes | <input type="checkbox"/> |

RELEASE

I authorize The Chadler Group, Inc., and/or the Surety to make inquiries as necessary to verify the accuracy of the statement made herein and to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as the stated date(s). These statements are made for the purpose of obtaining surety credit and bonds

Signature & Title

Date

FRAUD STATEMENT

I understand that knowingly, and with intent to injure, defraud or deceive any insurer, filing a statement of claim or an application containing any false, incomplete or misleading information is subject to criminal and civil penalties and is guilty of a felony of the third degree.

Signature & Title

Date