

Poindexter Surety Services

www.PoindexterSuretyServices.com

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CONTRACT BOND PUNCH LIST

FOR NEW ACCOUNTS please submit ...

- Contractors Questionnaire Form (our form or equivalent)
- Prior three fiscal financial statements for business
- Concurrently dated personal financial statements of the owner(s)
- Accounts receivable and accounts payable list for the latest fiscal financial statement (if the statement is not audited) - including mailing addresses.
- Detail of liability insurance carried by the contractor
- Cover letter and/or narrative on the applicant's history, needs, goals, etc.
- Bank letter indicating expression of available credit, experience, average balances, etc.
- Current work on hand job cost schedule

FOR SPECIFIC BOND REQUESTS please submit ...

- Approximate bid amount and engineer's estimate
- Bid date
- Project description
- Obligee
- Start date, completion date
- Penalty for late completion
- Maintenance term
- Current work on hand (bonded and unbonded)
- Any extraordinary items
- Verification of funding (if a private contract)
- Payment terms including retained percentage by owner
- Percentage subbed
- Bonds forms
- Copy of contract (if request is for final bond)

SUBMISSION OF PROPER INFORMATION WILL SPEED UP ALL REQUESTS