

BONDSExpress

1937 Teall Ave., Syracuse, NY 13206

Phone: 1-800-331-5453 Fax: 1-877-824-8668

Email: ContractorBonds@BondsExpress.com

THIS APPLICATION IS DESIGNED FOR CONTRACTS UNDER \$300,000.

THIS APPLICATION IS DESIGNED FOR CONTRACTS UNDER 6 MONTHS IN LENGTH.

All Bid and Performance Bond requests must include a copy of the bid specs and/or contract. If this paperwork is too long for easy fax/email transmittal, we will require any section related to the work to be performed, the bond itself, and any section related to the maintenance period.

If you have a performance bond request and you were awarded the contract based off a bid, we need to know the next three bidders and how the bid was secured (open, cashier's check, etc.).

For this application to be considered, it needs to be filled out in its entirety. Once we receive this application, we typically have a response within one business day.

This application is not intended for jobs located in the 5 Boroughs of New York City or Hawaii.

Meeting the following conditions does not guarantee that a bond will be granted to you even if all of the criteria are met.

General Underwriting Criteria:

- **Personal credit score of 650 or higher**
- **Paydex score of 65 or higher**
- **At least 2 years of current ownership**
- **Established bank line of credit (with supplied reference letter from banker)**
- **2 satisfactory job references**
- **Request is not larger than 1.5x your largest completed contract**
- **Work to be performed must be within 100 miles of your office location**

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CONTRACTOR INFORMATION

Current Ownership Since: _____ Type of Bus.: Proprietorship Partnership Corp LLC
Company Name: _____ FED I.D. # _____
Company Address: _____
City: _____ State: ____ Zip: _____ E-Mail: _____
Phone: _____ Fax: _____ Approx. Bus. Net Worth: _____
Prior Surety: _____ Union: Yes No

SPECIFIC JOB INFORMATION

Check one: **Bid Bond** **Final (Performance/Payment) Bond**
Contract/Bid Amt.: _____ Bid Date and Time: _____ Bid %: _____
Est. Start Date: _____ Est. Comp. Date: _____ Maint. Period: _____ Liq. Damages: _____
Project Oblige/Owner: _____
Obligee Address: _____
Job Description: _____
Approx. % Subcontracted: _____ Approx. % Materials: _____ Est. Gross Profit: _____

For FINAL bonds – list the three lowest bidders and their bid amounts:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Bond Form: AIA Federal Other (please attach)

REFERENCES

Bank: _____ Address: _____
Banker: _____ Telephone #: _____ Date of Info.: _____
Line of Credit-Limit: _____ Current Amt. Outstanding: _____

3 Largest Past Projects

1.	Job Name	Contract Amount	Completion Date	Bonded
		\$	/ /	Yes No

Owner: _____ Address: _____
Phone: _____ Fax: _____ Contact Name: _____
Project Description: _____

2.	Job Name	Contract Amount	Completion Date	Bonded
		\$	/ /	Yes No

Owner: _____ Address: _____
Phone: _____ Fax: _____ Contact Name: _____
Project Description: _____

3.	Job Name	Contract Amount	Completion Date	Bonded
		\$	/ /	Yes No

Owner: _____ Address: _____
Phone: _____ Fax: _____ Contact Name: _____
Project Description: _____

3 Major Suppliers

1.	Name: _____	Product: _____
	Phone: _____	Fax: _____
	Address: _____	City/State/Zip _____

2.	Name: _____	Product: _____
	Phone: _____	Fax: _____
	Address: _____	City/State/Zip _____

3.	Name: _____	Product: _____
	Phone: _____	Fax: _____
	Address: _____	City/State/Zip _____

INDEMNITORS - Provide the information for all owners – use an additional sheet if necessary

Name: _____ SS#: _____ % Bus. Ownership: _____
Spouse: _____ SS#: _____ % Bus. Ownership: _____
Residence Address: _____
Net Worth (excluding business): _____ Do you own real estate?: _____ Any Assets in Trust?: _____
Are you a partner/officer in any other venture? _____

Name: _____ SS#: _____ % Bus. Ownership: _____
Spouse: _____ SS#: _____ % Bus. Ownership: _____
Residence Address: _____
Net Worth (excluding business): _____ Do you own real estate?: _____ Any Assets in Trust?: _____
Are you a partner/officer in any other venture? _____

Name: _____ SS#: _____ % Bus. Ownership: _____
Spouse: _____ SS#: _____ % Bus. Ownership: _____
Residence Address: _____
Net Worth (excluding business): _____ Do you own real estate?: _____ Any Assets in Trust?: _____

Credit Release Authorization: I/we authorize Construction Capital, Inc. and/or CCI Surety, Inc. to investigate the information contained with any and all information submitted including, but not limited to the application, financials, etc. with any and all creditors and/or lending institutions and prior Surety credit.

SIGNATURE

DATE

*Bid bonds require copy of bid specifications.

*Performance/Payment bond require copy of the contract

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BOND REQUEST FORM

Date Ordered: _____ Requested By: _____

Principal / Contractor: _____

Obligee / Owner: _____
(to whom bond is payable to)

Obligee Address: _____

Obligee Contact Person: _____ Email _____

Phone Number: _____

Bid Date and Time: _____ Amount of Bid: \$ _____

Bid Bond % or \$: _____ Performance %: _____ Payment %: _____ Other: _____

Contract Date: _____ Contract Amount: _____ Bond Amount: _____

Description & Project / Contract No.: _____

_____ Location of Work: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Liquidated Damages / Penalties: _____ Warranty Length / Period: _____

Labor % _____ Material % _____ Gross Profit % _____ Subbed % _____

Subcontracted Trades	Approx. Dollar Amount	Bonded?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bid Results (dollar amount): #1\$ _____ #2 _____ #3 _____

Cost to Complete Work in Progress: \$ _____ Available Bank Credit: \$ _____

Bond Form (check one): Standard Form () Federal () State () AIA () # _____

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FINANCIAL INSTITUTION BANK LETTER OF CUSTOMER RELATIONSHIP

BondsExpress has been contacted to assist with the placement of a Surety Bonding Line with an Insurance Company for the principal presenting you with this letter. An important part of the underwriting process is the review of our client's relationship with their financial institution and past credit performance before a Surety Bonding Line can be established.

Underwriting requires specific information to be contained in the Banking Letter of Reference. A reference letter without exact dollar amounts is of no use in underwriting. Terminology such as low, medium or high figure is also of no use for underwriting.

In your letter for this principal, please provide the following:

- The date the deposit account(s) was opened
- Checking account and savings account 12 month average balance
- Current checking account and savings account balance
- Working capital line information
 - Line limit
 - Current balance outstanding and date
 - Line expiration date
 - Security pledged for the line
 - Any line violations
- Current loan obligations
 - Total of debt
 - Debt purpose
 - Debt security
 - Payment history (prompt, etc.)

The Banking Letter of Reference needs to be prepared on your bank's letterhead. This letter also needs to be signed and dated by a banking officer.

If you have any questions or concerns, please feel free to contact our office at 1-800-331-5453.

Sincerely,
BondsExpress