



## CONTRACTOR'S GUIDE TO BONDING - CHECKLIST

### LEGEND

- Sometimes Required
- Always Required

MATERIALS	Bond Requests up to \$350,000	\$350,001 to \$1 Million	Bond Requests \$1 Million +	NOTES
Contractor Questionnaire	●	●	●	Completed in it's entirety; the Personal Financial Statement section can be omitted if personal statements are provided separately
QuickBooks or Internal Financials (If CPA financials are not available)	●	●	●	Up to 3 years of financial statements may be required depending on the merits of the submission; statements must include a balance sheet, an income statement, and corresponding aging receivables and payable reports
CPA Reviewed or Audited Financial Statements	○	○	●	Up to 3 years of financial statements may be required depending on the merits of the submission and must include the entire statement, including CPA notes, management letter, and response
Tax Returns	○	○	○	Up to 3 years of tax returns may be required depending on the merits of the submission
Bank Line Agreement		○	●	If utilizing a bank line, please provide the agreement from the bank, which should include the line limit and expiration date
Resumes on Majority Owners/Management		○	●	
Work in Progress Schedule	●	●	●	
References on Larger Jobs		○	●	Include either letters of reference or contact information for work completed by your company for jobs of the same scope and size, or larger
Certificate of Insurance		●	●	
Trade References		○	●	
A Copy of the Contract	●	●	●	Please include a copy of the contract and any applicable addendums
Bid Results	●	●	●	
Mandatory Bond Forms	●	●	●	If the owner or general contractor of the project require that the bonds are written on a specific form, please provide that in the request

Please note that the chart above represents standard informational requests done throughout the underwriting process. There are several factors that may warrant the need for additional information, such as the complexity of the work, information within the financial statement(s), etc. Upon receipt of the submission, your Allstar underwriter will reach out to you to let you know if additional information is required.