



CIC's Contractor's Bond Submission Checklist:

The following checked items are required for consideration of a surety bond line. Forms have been provided for the checked items. Please complete the forms for items # 1, 3, 5, and 6. Submit business references, from your clients and/or suppliers and the additional information listed below. If you do not receive any of the checked documents, please contact us.

- ✓ 1. *Contractors Questionnaire
- ✓ 2. ***CPA Prepared Financial Statement** (Last 3 years Fiscal Year End)
Have the CPA complete the financials on a “% of Completion Basis” with notes/schedules.
- ✓ 3. * Personal Financial Statement (of all owners)
- ✓ 4. Resumes of All Key Owners
- ✓ 5. *Work in Progress Reports ([see SBA 994F form](#))
- ✓ 6. Line of Credit (Bank Reference Letter)
- ✓ 7. Current Certificate of Insurance
- 8. References
- 9. General Agreement of Indemnity - the required bond form the obligee is requiring the bond to be issued on if applicable.
- ✓ 10. **If seeking a SBA bond guarantee the following SBA forms are also required.** Form 994F can be completed in lieu of the surety's “work in progress” report form. If needed they will be sent to you.

- *SBA form 912
- *SBA form 994
- *SBA form 994F
- *SBA form 1261
- *Business Plan