

# Surety Bond Brokers of Louisiana, Inc.

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Thank you for contacting Surety Bond Brokers of Louisiana. We will need the following items in order to proceed with your bonding request:

- 1) Surety Survey Questionnaire (two page application attached)
- 2) List of largest three completed jobs (form attached)
- 3) Current schedule of uncompleted work (form attached)
- 4) Bank reference letter (form attached)
- 5) Resume on owners (form attached)
- 6) Project job information sheet (to be filled out for each individual job that needs bonding)
- 7) Job cost breakdown (for any project over \$500,000.00 that needs bonding)
- 8) Current personal financial statement on owners (form provided in the event one is not already available)
- 9) Last two years of company CPA fiscal year end statements
- 10) Interim business financial statement (if available)

We appreciate the opportunity to assist you with your bonding needs. Should you have any questions please don't hesitate to call our office.

Cathy C. Turner  
President

# Surety Bond Brokers of Louisiana, Inc.

## SURETY QUESTIONNAIRE

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TEL NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ TAX ID NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ TEL NO. \_\_\_\_\_  
\_\_\_\_\_ FAX NO. \_\_\_\_\_

1. State whether a Corporation, Partnership or Proprietorship \_\_\_\_\_
2. Date operations started: \_\_\_\_\_ Date/State Incorporated \_\_\_\_\_
3. Desired Work Program: Single Job: \_\_\_\_\_ Total Aggregate \_\_\_\_\_
4. Type of Business/Work performed \_\_\_\_\_
5. Previous Surety/Tel No. \_\_\_\_\_
6. List Owners-Spouses:

	SOCIAL SECURITY		% OF
INDIVIDUAL	NUMBER	TITLE	OWNERSHIP
NAME _____			
SPOUSE _____			
ADDRESS _____			

NAME \_\_\_\_\_  
SPOUSE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_  
SPOUSE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

7. Largest contracts completed within past 3 years:

OBLIGEE AND ADDRESS	PHONE NUMBER	CONTRACT AMOUNT	IF BONDED, WITH WHOM	DATE COMPLETED

8. Has this organization or has any organization in which any officer or partner been associated ever failed to complete any contract or made a compromise with creditors or filed or been declared bankrupt? If yet, attach full details.      Yes       No

- 8A. Are you or have you been involved in any law suites, divorce actions or any other form of court Litigation? If yes, attach full details      Yes       No

# Surety Bond Brokers of Louisiana, Inc.

9. In what other lines of business are officers or partners financially interested? Give details below.

\_\_\_\_\_

10. Include resumes or use attached format for all owners/key personnel.

11. List life insurance policies payable to organization:

\_\_\_\_\_

12. Prime suppliers

NAME	FULL ADDRESS	PHONE NO.

13. List name, address, and telephone number of other references such as Architects, Engineers, Owners, General Contractors and attach copies of reference letters, if any.

NAME	FULL ADDRESS	PHONE NO.

14. At what bank(s) do you have an account? Give account number, bank name, address, telephone number and officer handling account. Attach copy of bank letter using enclosed format.

\_\_\_\_\_

15. Attach three fiscal year end statements. Note: If the most current statements are nine (9) months or more old, then a six (6) month statement must be included. Also, complete and attach form "Status of Uncompleted Contracts."

16. Attach current personal financial statement(s) for Owner, Partners, or major Stockholders, (as applicable) – form attached.

The undersigned hereby authorizes and requests any or all depositories or banks in which funds of the undersigned may be deposited or from which monies may be borrowed, to advise Atlantic Underwriting whenever requested, the amount of such deposits and/or loans, as well as the status of same, and any depository, bank, material man, supply house or other person, firm or corporation is hereby authorized to furnish to Atlantic Underwriting, whenever requested, any information concerning any transaction or anticipated transaction with the undersigned.

(Name of company here) \_\_\_\_\_

Dated this \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(If corporation, sign and seal here)

\_\_\_\_\_  
(Witness sign here if applicant is not incorporated)

\_\_\_\_\_  
(Signature of applicant if not a corporation)

# Surety Bond Brokers of Louisiana, Inc.

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## BANK LETTER OF CUSTOMER RELATIONSHIP

Please take this form to your banker and request that he write, on the bank's letterhead, a letter addressed to:

SURETY BOND BROKERS OF LOUISIANA, INC.  
5551 Corporate Blvd., Suite 1C  
Baton Rouge, LA 70808  
(225) 927-9435

Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client's bank.

This letter should incorporate answers to the questions below:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and present checking and Savings balance.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line, if the line is secured, security taken, or if unsecured.

It is important that your letter show dollar figures of the line of credit and of the present amount in use. The terminology of low, high or medium is not acceptable. Working capital is an important part of bonding, and a line is considered part of the working capital; therefore, it is important we know dollar figures. If we do not have this information, we cannot place an account for bonding.

4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc

Name of Bank \_\_\_\_\_

Officer \_\_\_\_\_

Title \_\_\_\_\_

# Surety Bond Brokers of Louisiana, Inc.

## SCHEDULE OF UNCOMPLETED WORK (ALL WORK-BONDED & UNBONDED-IF COST PLUS PLEASE INDICATE)

Name of Contractor								Date As of:		
	Description of Job	Start Date	Completion Date	Bonded	Unbonded	Contract Price (Including Approved Change Orders)	Contractors Est. Cost When Bid (Including Cost of Approved Change Orders)	Total Billed to Date Including Percentages (Explain any Disputed Items)	Total Cost To Date	Total Revised Estimated Cost To Complete
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
<b>TOTALS</b>										

Signature
Title
Remarks

### Contracts Completed Since Last Fiscal Year End Closing

Bonded	Unbonded	Contract	Description & Location	Final Price	Total Cost	Gross Profit/Loss
		<b>Totals</b>				

# Surety Bond Brokers of Louisiana, Inc.

## PERSONAL FINANCIAL STATEMENTS TO (Hereinafter call the Company)

NAME \_\_\_\_\_

FULL ADDRESS \_\_\_\_\_

STATEMENT OF ASSETS AND LIABILITIES AS OF (INSERT DATE) \_\_\_\_\_

ASSETS	LIABILITIES
Cash in Bank (Schedule A) _____	Notes Payable (Schedule F) _____
Cash on hand _____	(a) To Banks Regular _____
Stocks, Bonds, Etc. (Schedule) _____	(b) To Others _____
Accounts Rec. (Schedule C) _____	Accounts Payable _____
Cash Value of Life Insurance _____	Income Taxes _____
(Schedule D) _____	Accrued Taxes Payable _____
TOTAL CURRENT ASSETS _____	TOTAL CURRENT LIABILITES _____
<b>FIXED ASSETS</b>	
Notes Receivable (Schedule E) _____	Encumbrance of Equipment _____
Equipment at Book Value _____	Monthly Payments \$ _____
Real Estate (Schedule G) _____	Mortgage on Real Estate (Schedule H) _____
(Cost or Book Value) _____	All other Liabilities _____
All Other Assets _____	_____
_____	TOTAL LIABILITIES _____
TOTAL ASSETS _____	NET WORTH _____
	TOTAL LIABILITIES AND NET WORTH _____

SOURCES OF INCOME	CONTINGENT LIABILITIES
Salary \$ _____	As Endorser, Co-Maker or Guarantor \$ _____
Bonus & Commissions \$ _____	Legal Claims \$ _____
Dividends \$ _____	
Real Estate Income \$ _____	1. Are any assets pledges: yes <input type="checkbox"/> no <input type="checkbox"/>
Other Income – Itemize \$ _____	2. Are you defendand in any suits or legal actions?
_____ \$ _____	Explain: _____
_____ \$ _____	3. Have you or any business in which you were
_____ \$ _____	associated ever entered into bankruptcy or
_____ \$ _____	compromised with creditors? Explain: _____
TOTAL \$ _____	_____

The undersigned hereby agree(s) that the above financial statement is made expressly for the purpose of Inducing the Company to execute a certain bond (or bonds) on behalf of \_\_\_\_\_.

The undersigned expressly agrees that the banks, person, firms, and corporations above mentions or that are concerned with any items on the above schedules are hereby authorized to give the Company any and all information in connection with the matters herein referred to or listed.

The undersigned affirms this statement of his financial condition, including accompanying schedules and statements, is true accurate and complete.

WITNESS: Signed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
SIGNATURE (SEAL)

# Surety Bond Brokers of Louisiana, Inc.

## SCHEDULE "A" – CASH IN BANK

Name and Address of Bank	Deposit in Name(s) of	Pledged or Assigned	Amount

## SCHEDULE "B" – STOCKS, BONDS, ETC.

Name of Security	Ownership in Name(s) of	If any Pledged, State to Whom and for What Purposes	No. Shares	Actual Value per Share	Total Market Value

## SCHEDULE "C" – ACCOUNTS RECEIVABLE

Name and Address	When Due	Collectible on Due Date?	Amount Due

## SCHEDULE "D" – CASH VALUE LIFE INSURANCE

Name of Insurance Co. & Policy No	Who Owns This Policy?	Is This Policy Assigned?	To Whom Assigned?	Face Value	Amount of Loan	Cash Surrender Value this Date

## SCHEDULE "E" – NOTES RECEIVABLE

Name & Address of Party From Whom Due	When Due	For What Date?	How Secured	Amount Due

## SCHEDULE "F" – NOTES PAYABLE

Name & Address of Party From Whom Payable	For What Purpose	What Security	When Due	Amount Payable

## SCHEDULE "G" – REAL ESTATE

Location & Description of Property	In Whose Name is Title?	Date of Purchase	Cost	Improvements	What Rents Per Month	Present Force Sale Value

## SCHEDULE "H" – MORTGAGES ON REAL ESTATE

Amount of Mortgage	Name and Address of Mortgage Holder

**Surety Bond Brokers  
of Louisiana, Inc.**

**RESUME OF EXPERIENCE**

DATE: \_\_\_\_\_

RESUME OF EXPERIENCE FOR \_\_\_\_\_  
(NAME OF OWNER OR KEY EMPLOYEE)

WHO IS \_\_\_\_\_ OF THE FIRM \_\_\_\_\_  
(POSITION) (NAME OF COMPANY)

- 1. PERSONAL INFORMATION:
  - A. DATE OF BIRTH \_\_\_\_\_ B. SOCIAL SECURITY # \_\_\_\_\_
  - C. ADDRESS \_\_\_\_\_
  - D. PHONE NUMBER: \_\_\_\_\_

- 2. EDUCATION:
  - HIGH SCHOOL \_\_\_\_\_
  - COLLEGE \_\_\_\_\_
  - TRADE SCHOOL \_\_\_\_\_

- 3. EXPERIENCE WITH COMPANY:
  - A. STARTING DATE \_\_\_\_\_ B. STARTING POSITION: \_\_\_\_\_
  - C. PRESENT POSITION AND RESPONSIBILITIES: \_\_\_\_\_
  - D. PERCENTAGE OF OWNERSHIP (IF APPLICABLE) \_\_\_\_\_ %

- 4. PAST EXPERIENCE IN FIELD:  
NAME, ADDRESS & DATES OF PRIOR EMPLOYMENT AND RESPONSIBILITIES:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

- 5. PERSONAL REFERENCES (INCLUDE NAME, ADDRESS, PHONE #, LENGTH OF TIME ACQUAINTED AND RELATIONSHIP)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Surety Bond Brokers of Louisiana, Inc.

## PROJECT/JOB INFORMATION

Contractor's Name & Address \_\_\_\_\_

\_\_\_\_\_

Obligee/Owner Name & Address \_\_\_\_\_

\_\_\_\_\_

Job Description, Location, Job Number, Solicitation Number \_\_\_\_\_

\_\_\_\_\_

Engineer/Architect Name & Address \_\_\_\_\_

\_\_\_\_\_

Completion Time \_\_\_\_\_ % of Performance Bond \_\_\_\_\_ % Being subcontracted \_\_\_\_\_

Penalties \_\_\_\_\_ % of L&M Payment Bond \_\_\_\_\_ Current Work on Hand \_\_\_\_\_

Maintenance Period \_\_\_\_\_

### As Pertains to Bid Bond

Bid Date \_\_\_\_\_ Bid  
Time \_\_\_\_\_

Estimated Amount  
\_\_\_\_\_

Percentage of Bid  
Bond \_\_\_\_\_

Specific Form: Yes  No   
If yes, please attach

### As Pertains to Final Bond

Contract Date \_\_\_\_\_

Contract Price \$ \_\_\_\_\_

Bid or Negotiated \_\_\_\_\_

2<sup>nd</sup> Bidder \_\_\_\_\_

3<sup>rd</sup> Bidder \_\_\_\_\_

Specific Form: Yes  No  If yes, please attach

## DELIVERY INSTRUCTIONS

Express Mail

Fed Ex  Airborne  UPS

Account # \_\_\_\_\_

Send to: \_\_\_\_\_  
Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Telephone

Send Via First Class Mail

to: \_\_\_\_\_

\_\_\_\_\_

Pick-up

on \_\_\_\_\_

**Surety Bond Brokers  
of Louisiana, Inc.**

**JOB COST BREAKDOWN**

Date: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Please complete this form. We realize that this information is subject to change and that you may only have tentative prices or only prices that you have estimated or may not have decided on a specific subcontractor for each trade. Thank You.

SUBCONTRACTOR	BONDED	TYPE OF TRADE OR SERVICE	CONTRACT AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL AMOUNT TO BE SUBCONTRACTED -----			\$ _____
YOUR LABOR COST-WORK YOU ARE ACTUALLY DOING -----			\$ _____
YOUR MATERIAL COST-WORK YOU ARE ACTUALLY DOING -----			\$ _____
YOUR EQUIPMENT RENTAL COST -----			\$ _____
OTHER COSTS (PLEASE EXPLAIN) -----			\$ _____
OVERHEAD -----			\$ _____
PROFIT (     %) -----			\$ _____
TOTAL (should be the same as your estimated contract amount) -----			\$ _____

RETAINAGE (     %)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_