



## Contract Surety Submission

For **Smith Manus Surety Bonds** to develop the best possible surety program, we must have the following documents. A complete information package provided by you will be the most effective way to develop maximum bonding capacity.

- Completed Contractor Questionnaire.
- Business financial statements preferably prepared by your CPA on the percentage of completion method with full disclosures and schedules of jobs completed and jobs in progress and the company's most recent tax return. If three years' history is not available, provide whatever is available including internal financial statements and tax returns.
- Personal financial statements for all owners concurrent with the company's fiscal year-end. Include supporting bank and brokerage statements as verification of liquid assets (not necessary for retirement assets).
- Work in progress schedule including all projects to be completed (bonded and non-bonded) and projects completed since the last reporting period.
- Resumes of owners and key personnel.
- Bank letters/loan agreements documenting the details of all lines of credit.
- Certificate of insurance.