

Surety Credit Underwriting Checklist

Financial Information

- Audited Year-End Financial Statements (past 3–5 years)*
- Current interim financial statement (in some cases, on a monthly or quarterly basis)
- Personal financial statements of stockholders (privately held companies only), including financial statements or tax returns on related companies
- List of stockholders (privately held companies only)

Line of Credit

- Copy of current bank credit agreement
- Amount of open credit, and average usage
- Quarterly compliance certificates, if using a bank line of credit

Strategic Business Plan

- Organizational chart
- Resumes for key personnel
- Plans for growth (including pro forma income statements, if available)
- Business succession plan (key person life insurance, perpetuation agreement, etc.)
- Established business partnerships (relationships with bank, subcontractors, suppliers, etc.)
- Construction experience of key business partners (e.g., accountant, attorney, banker)
- Company brochures (if available)

Work History

- Prior 3 fiscal year end Work in Progress (WIP) schedules
- Types of work performed
- Details of largest jobs completed
- Gross profit earned on past projects
- References from clients, subcontractors, suppliers, and design professionals

Current Work Schedule

- Current schedule of work in progress
- State of completion on jobs in progress
- Estimated completion dates
- Ability to complete job at original margin, or greater

Current Surety Program

- Name of current surety company & status of the relationship
- Reason for change
- Average annual premium
- Willingness to provide personal indemnity
- Details of any prior bond claims

*Annual Reports if the company is publicly held.

