



SURETY BONDS

United Casualty and Surety Insurance Company
1250 Hancock Street Quincy, Massachusetts 02169

Standard Surety Submission Outline

Contractors Questionnaire

This should be completed in its entirety and signed by the applicant.

Business Financial Statements

Last two (2) fiscal year-end corporate financial statements. CPA prepared Review or Audit quality statements are preferred for year-end statements. If the year-end statement is more than six months old please also provide a current interim corporate internally generated financial statement. If CPA prepared year-end financial statements are not available, please provide copies of year-end internally generated financial statements along with copies of concurrent federal corporate tax returns.

Personal Financial Statements

Current personal financial statement for any stockholder who owns more than ten (10%) of the stock of the corporation.

Schedule of Work On Hand

Work on hand schedule should be prepared on a current basis

Bank Line of Credit Letter

Provide a bank letter(s) indicating the total amount of the line of credit, amount presently available and the terms and conditions under which it is secured.

Resumes

If available, please provide resumes

Insurance

Provide A Copy Of The Current Certificate Of Insurance

For Final Bond Requests Provide A Copy of Construction Contract, Bond Forms, Bid Results

For Bid Bond Requests Provide A Request Form Or A Copy Of The Bid Invitation/RFP

Please provide any additional information, literature, reference letters or anything you feel will allow us to better understand and evaluate the bond submission.

Forms may be located at www.UnitedCasualty.com

If you have any questions at all, please do not hesitate to call us 1-617-471-1112x108 or e-mail us at Bonds@UnitedCasualty.com.

