

**JYS GROUP, INC.**  
**531 W. 9<sup>th</sup> St.**  
**Hinsdale, Illinois 60521**  
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**CONTRACTOR'S SURETY APPLICATION QUESTIONNAIRE**

1) Contractor: \_\_\_\_\_  
 (name as it is filed with Secretary of State or IRS)

2) Address: \_\_\_\_\_

3) Phone(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_) Federal Tax I.D.# \_\_\_\_ - \_\_\_\_\_ Total # of Employees: \_\_\_\_\_

4) Form of Organization:  Corporation  Partnership/LLC  Proprietorship

5) Date business formed: \_\_\_\_\_ Date incorporated: \_\_\_\_\_

6) Owner detail: **(Provide resumés)**

Name and Residence Address	%	Age	Title/Responsibility	Individual SS#	Marital Status	Spouses Legal Name
1.						
2.						
3.						
4.						

9) Has there been any change in ownership in the past two years?  Yes  No If yes, please explain:

10) Is the Company or any of its owners connected with other companies that operate as a parent, subsidiary, holding company or affiliate?  Yes  No If yes, please explain:

11) Have provisions been made for continuation of the duties of the owner(s) and an orderly transfer of ownership in the event of death or disability?  Yes  No Provide details:

12) Are there any problems with full corporate and personal (including spouses) indemnification by all owners and/or affiliates of the company?  Yes  No If yes, please explain:

13) Key operating personnel: **(Provide resumés)**

Name	Position/Responsibility	Age	Time in Position	Time in Industry
1.				
2.				
3.				
4.				

14) Control and supervision of contracts by owner(s) is performed on a:  Daily  Weekly  Monthly Basis.

15) What class of construction work does company:

- A. Generally do: \_\_\_\_\_
- B. Specializes in: \_\_\_\_\_
- C. At times handle: \_\_\_\_\_

16) What is your geographic area of operation? \_\_\_\_\_

17) What was the largest backlog of contract costs to complete (not contract value) \$ \_\_\_\_\_

Number of jobs \_\_\_\_\_ Year \_\_\_\_\_

18) List the six largest/most important contracts completed in the last five years:

Owner's Name & Contact Person	Description of Project	Address & Phone #	Contract Amount	Completion Time/Date
1.				
2.				
3.				
4.				
5.				
6.				

19) Are bonds required from subcontractors or suppliers?  Yes  No If yes, over what amount: \$ \_\_\_\_\_

20) What is the single largest contract you expect to attempt to obtain in the near future? \$ \_\_\_\_\_

21) What is the largest backlog of cost to complete you expect to attempt to handle in the near future? \$ \_\_\_\_\_

22) What is the largest volume of contract value you will attempt to bill in a single year? \$ \_\_\_\_\_

23) Do you presently own the equipment necessary to complete the program outlined in 20, 21 & 22?  Yes  No

If no, will you be:  buying  renting  leasing

Anticipated total acquisition cost (including down payment) \$ \_\_\_\_\_

Anticipated costs payable within the next twelve months \$ \_\_\_\_\_

24) Present or most recent surety: \_\_\_\_\_  
Location: \_\_\_\_\_ How long have you used this surety? \_\_\_\_\_  
Largest single contract previously bonded: \$ \_\_\_\_\_  
Reasons for change in surety? \_\_\_\_\_  
\_\_\_\_\_

25) Have you in the past or do you plan to use more than one surety at a time?  Yes  No

26) Is collateral currently posted with any other Surety to secure bonds on behalf of your firm?  Yes  No  
If yes, please provide details:

27) Has the company, any affiliate or subsidiary, or any owner(s) or spouse(s) or companies in which they have had an ownership interest:

Ever defaulted on a contract?  Yes  No If yes, please explain:

Ever defaulted on a contract forcing the surety to suffer a loss?  Yes  No If yes, please explain:

Ever experienced a bankruptcy?  Yes  No If yes, please explain:

Been in receivership?  Yes  No If yes, please explain:

Been liened by a taxing authority?  Yes  No If yes, please explain:

28) Are any liens for labor and/or materials filed against your company on any contracts which have been done or are being done by your company?  Yes  No If yes, please explain:

29) Name of bank: \_\_\_\_\_

Address: \_\_\_\_\_

Account Manager: \_\_\_\_\_

With bank since: \_\_\_\_\_

Current line of credit amount \$ \_\_\_\_\_

Amount in use at time of application \$ \_\_\_\_\_

Anticipated additional amount to be used in next 90 days \$ \_\_\_\_\_

**Secured by:**

Corporate Signature  Yes  No Personal Signature  Yes  No Accounts Receivable  Yes  No

Inventory  Yes  No Other  Yes  No Describe:

Terms: Rate \_\_\_\_\_ Repayment \_\_\_\_\_

**Provide current bank line of credit commitment letter.**

Previous Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Account Manager: \_\_\_\_\_

Term with previous bank: \_\_\_\_\_

30) Has there been any change in outside accounting firms since your last fiscal year end?  Yes  No

If yes, please explain reasons for change:

If no, how long have you been using the present firm?

31) Are interim financial statements prepared during the year?  Yes  No

If yes, how often: \_\_\_\_\_ by whom: \_\_\_\_\_

32) Are trial balances prepared monthly?  Yes  No

If no, how often: \_\_\_\_\_ by whom: \_\_\_\_\_

33) If the company is a corporation, is it a Sub Chapter S Corporation?  Yes  No

34) Income taxes are paid on the following basis:  % completion  Completed contract  Accrual  Cash

35) Are corporate and personal taxes of owner(s) and spouse(s) current?  Yes  No If no, please explain:

36) Is the company or any of its owners presently involved in litigation?  Yes  No If yes, please describe:

37) Does your company act as an indemnitor to any of the following:

Bank  Yes  No

Surety Company  Yes  No

Supplier/Subcontractor  Yes  No

Other  Yes  No

38) Are any of your accounts receivable or retentions assigned, pledged, hypothecated, sold or discounted other than for your present bank line of credit and bonded contracts or do you plan to do this in the future?  Yes  No

If yes, please explain:

39) Give names of principal suppliers/subcontractors.

Name of Firm and Contact	Address & Phone	Material/Service provided

40) **Provide a current Certificate of Insurance.**

The undersigned hereby represents that the herein statements are true and authorizes any bank, creditor or other reference to verify correctness of the items in the above statement to the surety.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_