# *SITE/SUBDIVISION BOND APPLICATION*

Thank you for the opportunity to be of service with regard to your surety requirements. The information requested below is generally required to underwrite a site improvement or subdivision bond. Please provide as many of these items as you can and please be as thorough as possible when you answer the questions. Your thorough attention to all of the questions will better enable us to negotiate favorable terms on your behalf. When you have completed and signed the form, please return it to the above address with as much of the following as possible:

* **Business Financial Statements** – Please provide copies of the financial statements for the last three years for the entity (company) that is applying for the bond, (if available). CPA prepared statements are preferred but not essential.
* **Personal Financial Statements** (forms enclosed) – Please provide a personal financial statement for all major stockholders, partners and/or indemnitors. Similar, current forms are acceptable.
* **Copies of Personal Bank Statements.** The bank statements should accompany the personal financial statement and are used to substantiate the “cash” balances.
* **Bank Loan Agreement relative to this bonded project** (or evidence of other financing).
* **Copy of entity documents, i.e. (partnership, joint venture, LLC, incorporation or similar,** (this should stipulate who has authority to sign).
* **Site improvement set aside letter from construction lender,** (if available).
* **Resolution from the municipality approving your Site Plan or Subdivision agreement(s).**
* **Required bond forms,** (the town may have included this with the subdivision agreement).
* **Engineer’s estimate of the costs to complete improvements including those off-site.**
* **Insurance Information** – Please provide a current certificate of insurance from your insurance agent indicating that all appropriate coverage’s are in place.

|  |  |
| --- | --- |
| 1) Name of Development Entity |  |
|  Address |  | City |  | State |  | Zip |  |
|  Phone |  | Fax |  | Federal Tax ID. # |  |
|  E-Mail |  | Website |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Type of Organization (check one) Corp. |  | S-Corp. |  | Partnership |  | Proprietorship |  | LLC. |  |

|  |
| --- |
| 1. Principals of this Development Entity: (if you need more space, please attach supplemental page)

 Are all principals (including spouses) listed below willing to provide personal indemnity to the surety? [ ]  Yes [ ]  No  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | NAME *(AS IT SHOULD APPEAR ON INDEMNITY AGREEMENT)* | POSITION OR TITLE | % OF OWNERSHIP |
|  | RESIDENCE ADDRESS CITY STATE ZIP | OWN [ ] RENT [ ]  | HOME PHONE( ) |
|  | DRIVER’S LICENSE NO. | SOCIAL SECURITY NO. |  YEAR BORN  | U.S. CITIZEN[ ]  Yes [ ]  No  | HOW LONG IN INDUSTRY | HOW LONG WITH FIRM |
|  | PERSONAL BANK  | ADDRESS | ACCOUNT NUMBERS |
|  | SPOUSE’S NAME | SPOUSE’S DRIVER’S LICENSE NO. | SPOUSE’S SOCIAL SECURITY NO. |  YEAR BORN | U.S. CITIZEN [ ]  Yes [ ]  No  |
|  | NAME *(AS IT SHOULD APPEAR ON INDEMNITY AGREEMENT)* | POSITION OR TITLE | % OF OWNERSHIP |
|  | RESIDENCE ADDRESS CITY STATE ZIP | OWN [ ] RENT [ ]  | HOME PHONE( ) |
|  | DRIVER’S LICENSE NO. | SOCIAL SECURITY NO. |  YEAR BORN  | U.S. CITIZEN[ ]  Yes [ ]  No  | HOW LONG IN INDUSTRY | HOW LONG WITH FIRM |
|  | PERSONAL BANK  | ADDRESS | ACCOUNT NUMBERS |
|  | SPOUSE’S NAME | SPOUSE’S DRIVER’S LICENSE NO. | SPOUSE’S SOCIAL SECURITY NO. |  YEAR BORN | U.S. CITIZEN [ ]  Yes [ ]  No  |
|  | NAME *(AS IT SHOULD APPEAR ON INDEMNITY AGREEMENT)* | POSITION OR TITLE | % OF OWNERSHIP |
|  | RESIDENCE ADDRESS CITY STATE ZIP | OWN [ ] RENT [ ]  | HOME PHONE( ) |
|  | DRIVER’S LICENSE NO. | SOCIAL SECURITY NO. |  YEAR BORN  | U.S. CITIZEN[ ]  Yes [ ]  No  | HOW LONG IN INDUSTRY | HOW LONG WITH FIRM |
|  | PERSONAL BANK  | ADDRESS | ACCOUNT NUMBERS |
|  | SPOUSE’S NAME | SPOUSE’S DRIVER’S LICENSE NO. | SPOUSE’S SOCIAL SECURITY NO. |  YEAR BORN | U.S. CITIZEN [ ]  Yes [ ]  No  |

|  |
| --- |
| 1. Do any of the Indemnitors participate and/or have any assets in a Trust of any kind? [ ]  Yes [ ]  No *If Yes,*

 *Please attach a copy of the Trust.* |
|  |  |
| 4) Year business started |  | Contractor’s License Number |  | State |  |

|  |
| --- |
| 5) Include prior and/or current projects *if extensive, please attach a separate sheet* |
|   |  |
|  |  | Name and Location of Tract | Year Started | No. of Lots | Amt. of Improvements | Bond Company | Date or % Completed |
|  | A. |  | **$** |
|  | B. |  | **$** |
|  | C. |  | **$** |
|  |  |  |
|  |  | Name of Lender *(For Tracts Listed Above)* | Loan Officer | Phone No. |
|  | A. |  |
|  | B. |  |
|  | C. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6) | Name of Accountant | Fiscal Yr. End | Phone No. |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Name of Bank and Address | Account # | No. of Years with Bank. |
|  | A. |  |
|  | B. |  |
|  |  |  |
|  |  | Name of Banker | Phone No. |  Line of Credit Amount? |
|  | A. |  | **$** |
|  | B. |  | **$** |

|  |
| --- |
| 7) Have you, your partner(s), your company or any officer in your company:  |
|  | A. Failed to complete a project..…..…..…………………….…………………….….………….…… | [ ]  Yes [ ]  No |
|  | B. Failed in a business…..……………….…………………….…………………….………….…..… | [ ]  Yes [ ]  No |
|  | C. Filed personal or business bankruptcy……………………………………………………….…... | [ ]  Yes [ ]  No |
|  |  |  |
| 8) Has any Surety ever declined to furnish you or your company a Bond?………………………….. | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| 9) Have you had any Lawsuits, Judgments, or Surety Bond Claims within the last two years?…...  *If answered Yes to any part of questions 7, 8, or 9, please attach explanation.* | [ ]  Yes [ ]  No |

|  |
| --- |
| 10) Have any Liens been filed against projects you have been involved with developing during the past two years? [ ]  Yes [ ]  No. *If Yes, please complete.* |
|  | Date | Amount | By Whom | Date Released | Reasons & Details |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |

|  |  |
| --- | --- |
|  | I authorize Wharton Surety Consultants, LLC and/or the designated Surety to make inquiries as necessary to verify the accuracy of the statements made and to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a bond. I understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **X** | **/** |  | **/** |  |
| *Signature* | *Print Name* | *Date* |
|  |  |  |

## Bond Request Form

*SITE/SUBDIVISION BOND INFORMATION SHEET*

(Complete this form if the project is in excess of $750,000)

|  |  |
| --- | --- |
| Developer: |  |
| Subdivision Name: |  | Type of project: |  |
| Describe Location: |  |
|  |
| Tract Number: |  | Number of Units: |  |
| Selling Price of Units:  | **$** | To  | **$** |
| Square Feet of Units: |  | To |  |
|   |
| Construction Lender: |  | Loan Officer: |  |
|  |  |
| Address: |   | Phone: ( ) |  |
|  |  |  |
| Amount of Construction Loan:  | **$** (please provide copy of finance agreement or committment) |
| Amount Allocated for Off-Site Improvements: |  |
| Is a Set-Aside Letter Available [ ]  Yes [ ]  No |
|  |
| Cost of Land: |  |
| When Purchased: |  |
| How Much Owed: |  |
|  |
| Name of General Contractor: |  |
|  |
| Improvements\* | Cost |  | Name of Subcontractor *(If applicable)* |
|  |
| Excav., Grading, Clearing | **$** |  |  |
| Engineering | **$** |  |  |
| Streets, Curbs, Gutters | **$** |  |  |
| Water | **$** |  |  |
| Sewers | **$** |  |  |
| Utilities | **$** |  |  |
| Other | **$** |  |  |
|  |
| Obligee (Municipality Requiring Bonds): |  |
| Address of Obligee: |  | Phone: |  |
|  |
|   |  |  |  |

 \*Please provide a copy of the engineer’s estimate of the cost to complete the improvements.

Financial Statement

(this form may be used for both corporate and personal financial statements)

 As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

|  |
| --- |
| Please complete this form for (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity who will be signing the indemnity. |
| Name: Business Phone: ( ) |
| Residence Address: |
| City, State, & Zip Code: Residence Phone: ( ) |
| Business Name of Applicant/Borrower: |
| **ASSETS** | **LIABILITIES** |
|  (Omit Cents) |  (Omit Cents) |
| Cash on hand and in Banks $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Accounts Payable $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Savings Accounts $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Notes Payable to Banks and Others $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| IRA or Other Retirement Account $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  (Describe in Section 2) |
| Accounts & Notes Receivable $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Installment Account (Auto) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Life Insurance-Cash Surrender Value Only $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Mo. Payments $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (Complete Section 8) | Installment Account (Other) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Stocks and Bonds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Mo. Payments $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (Describe in Section 3) | Loan on Life Insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Real Estate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mortgages on Real Estate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (Describe in Section 4) |  (Describe in Section 4) |
| Automobile - Present Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Unpaid Taxes $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Personal Property $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  (Describe in Section 6) |
|  (Describe in Section 5) | Other Liabilities $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Assets $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  (Describe in Section 7) |
|  (Describe in Section 5) | Total Liabilities $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Net Worth (Assets minus Liabilities) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  Total Assets $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Total Liabilities & Net Worth $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 1. Source of Income** | **Contingent Liabilities** |
| Salary $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | As Endorser or Co-Maker $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Net Investment Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Legal Claims & Judgements $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Real Estate Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Provision for Federal Income Tax $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Income (Describe below)\* $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other Special Debt $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Other Income in Section 1.** |
|  |
| \*Alimony or child support payments need not be disclosed in “Other Income” unless it is desired to have such payments counted toward total income. |
| **Section 2. Notes Payable to Bank and Others.** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.) |
| Name and Address of Noteholder(s) | Original Balance | Current Balance | Payment Amount | Frequency (monthly, etc.) | How Secured or Endorsed Type of Collateral |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Page 1 of 2 |
| **Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed). |
| Number of Shares | Name of Securities | Cost | Market ValueQuotation/Exchange | Date ofQuotation/Exchange | Total Value |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Section 4. Real Estate Owned.** (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.) |
|  | Property A | Property B | Property C |
| Type of Property |  |  |  |
| Address |  |  |  |
| Date Purchased |  |  |  |
| Original Cost |  |  |  |
| Present Market Value |  |  |  |
| Name of Mortgage Holder |  |  |  |
| Mortgage Balance |  |  |  |
| Amount of Payment per Month/Year |  |  |  |
| **Section 5. Other Personal Property and Other Assets.** (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency). |
|  |
| **Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.) |
|  |
| **Section 7. Other Liabilities.** (Describe in detail). |
|  |
| **Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries). |
|  |
|  I authorize Wharton Surety Consultants, LLC and/or the designated Surety to make inquiries as necessary to verify the accuracy of the statements made and to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a bond. I understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001). |
| Signature: Date: Social Sec. Number: |
| Signature: Date: Social Sec. Number: |

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