



## Contractor's Questionnaire

### 1. Introduction

Contractor's Name \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

Type of Organization:     Corporation     Partnership     Sole Proprietorship     LLC   

Other (Please specify) \_\_\_\_\_

If Corporation, have Stockholders Elected to be Considered a

“Sub Chapter ‘S’ Corporation?     Yes     No

Date Business Founded \_\_\_\_\_ Date Incorporated? \_\_\_\_\_

List All Stockholders/Owners and Key Personnel in Your Business

Name & Address	Spouses Name	Title/ Position	% of Ownership	Date of Birth	Yrs. & Exp. In Const.

Are All Stockholders/Owners Actively Involved in the Business?     Yes     No

(If No, Please Explain)

\_\_\_\_\_

\_\_\_\_\_

List Affiliated, Subsidiary or Related Companies in Which This Firm or Its Stockholders/Owners Have Interest

Name & Address	% of Ownership	Scope of Operations

**2. Financial Data**

What is Your Fiscal Year End? \_\_\_\_\_

Who Prepares Your Fiscal Year End Financial Statements? \_\_\_\_\_

Telephone # \_\_\_\_\_

Do You Have Interim Financial Statements Prepared? \_\_\_\_\_ How often? \_\_\_\_\_

What Method of Accounting is Used in Preparing Statements?

Completed Contract  Accrual  % of Completion  Other (Please Explain) \_\_\_\_\_

\_\_\_\_\_

On What Basis of Accounting are Taxes Paid?

Completed Contract  Accrual  % of Completion  Cash

Who is Responsible for Bookkeeping? \_\_\_\_\_

Prepared  Manually  Computer

How Long With Firm? \_\_\_\_\_ How Many Years of Experience? \_\_\_\_\_

Who is Responsible for Estimating? \_\_\_\_\_

Prepared Manually  Computer

How Long With Firm? \_\_\_\_\_ How Many Years of Experience? \_\_\_\_\_

Provide a Brief Description and Purpose of Inventory Shown on Financial Statement

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Do Any Financial Statements Make Reference to Real Estate Owned Other Than Buildings Used to House the Construction Co.?  Yes  No (If Yes, Briefly Describe)

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Have Operations Been Profitable Since Financial Statement Date?  Yes  No (If No, Please Explain) \_\_\_\_\_

Have Changes Occurred Since Statement Date Such as Acquisition of Additional Equipment, Purchase of Fixed Assets, Loans To Officers, Investments, Withdrawals or Dividends that Would Significantly Affect Financial Condition of Contractor?  Yes  No (If Yes Briefly Describe)

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Are Any New Ventures Contemplated?  Yes  No (If Yes Please Describe)

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Has Your Business Been Audited By the IRS?  Yes  No Year? \_\_\_\_\_

Are Your Taxes Current?  Yes  No

Is a Buy-Sell Agreement in Effect?  Yes  No (f Yes, Please Attach a Copy)

In the Event of an Owners Death, Is a Plan in Effect to Complete All Uncompleted Work?  
 Yes  No (f Yes, Please Describe) \_\_\_\_\_

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Life Insurance

Insured	Amount	Beneficiary	Insurer	Cash Value

State Limits and Carrier of Liability and Compensation Insurance

\_\_\_\_\_

With Whom Do You Bank? \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name of Officer(s) With Whom You Deal \_\_\_\_\_

Do You have an Established Line of Credit? \_\_\_ Yes \_\_\_ No

How Much? \$ \_\_\_\_\_

What Was Given as Collateral to Secure This Line of Credit?

\_\_\_\_\_

Do You Currently Have an SBA Loan? \_\_\_ Yes \_\_\_ No

(If Yes Which Bank?) \_\_\_\_\_

Original Balance \$ \_\_\_\_\_ Current Outstanding Balance? \$ \_\_\_\_\_

Are Payments Current? \_\_\_ Yes \_\_\_ No

List Suppliers From Whom You Buy Most of Your Materials:

Name/ Contact Person	Complete Mailing Address	Telephone
1.		
2.		
3.		
4.		

5.		

### 3. Scope of Operation

Type of Construction

Specialty: \_\_\_\_\_

What Other Class of Business Do You Handle? \_\_\_\_\_

Territory \_\_\_\_\_

How many Employees do you have? \_\_\_\_\_ Work Crews? \_\_\_\_\_

A. % Work Done For Federal \_\_\_\_\_ % Public \_\_\_\_\_ % Private \_\_\_\_\_ %

B. What % of Work is as: Prime \_\_\_\_\_ % Sub \_\_\_\_\_ %

C. What % of average job is: Materials \_\_\_\_\_ % Subcontracted to others \_\_\_\_\_ %

D. Are Bonds Required for Subcontractors? \_\_\_ Yes \_\_\_ No

When? \_\_\_\_\_ What Trades? \_\_\_\_\_

### Largest Contracts Completed Within Last 5 Years

Owner or General Contractor Mailing Address	Phone Contact Person	Contract Amount \$	Date Completed
1.			
2.			
3.			
4.			
5.			

### Principal Subcontractors You Have Used in the Past 2 Years

Company /Mailing Address	Phone Contact Person	Type of Work Contract Amount \$	Date Completed
1.			

2.			
3.			

Largest Previous Job \$ \_\_\_\_\_

Largest Previous Cost to Complete: #jobs \_\_\_\_\_ \$ \_\_\_\_\_ Year \_\_\_\_\_

How Many Contracts do You Normally Have Underway At Any One Time:

#jobs \_\_\_\_\_ \$ \_\_\_\_\_

What Is The Largest Single Contract Your Company Can Best Handle \$ \_\_\_\_\_

What Is the maximum Cost to Complete That Your Company Can Best Handle #jobs \_\_\_\_ \$ \_\_\_\_\_

In What Radius (Miles) Can Your Company Operate Best? \_\_\_\_\_ Miles

The Following Questions Pertain To the Latest Uncompleted Work On Hand. Explain Any “Yes” Answers.

Are Any More Than 10% Low \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

Are Any Projects Behind Schedule \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

Are There Any Delays or Disputes \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

Any In Penalty \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

How Much of Your Equipment is: Owned \_\_\_\_\_% Leased \_\_\_\_\_%? (Please attach equipment list. )

#### 4. Bonding History

Name All Surety Companies With Whom You Have Dealt and the Reason For Change

Surety Company	Amount of Bonding Credit	Year	Reason For Change

Reason For Changing Sureties At This Time \_\_\_\_\_

Has Bond Application Ever Been Denied? \_\_\_ Yes \_\_\_ No (If Yes, Please

Explain) \_\_\_\_\_

Have You Ever Caused a Surety to Pay a Claim? \_\_\_ Yes \_\_\_ No (If Yes Please Explain)

\_\_\_\_\_

Are Any Mechanics Liens, Judgments, Law Suits or Claims Pending on Completed or

Uncompleted Work? \_\_\_ Yes \_\_\_ No

If Yes, Give Details

\_\_\_\_\_

\_\_\_\_\_

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**THE UNDERSIGNED CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM HAS BEEN CAREFULLY REVIEWED AND THAT IT IS TRUE AND CORRECT IN ALL RESPECTS**

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

**SIGN HERE X** \_\_\_\_\_