



NORTHEAST SURETY, LLC

3 Forest Park Drive, Farmington, CT 06032 Tel: (860) 674-0123 Fax: (860) 674-0170

Thank you for giving Northeast Surety the opportunity to consider your account for bonding. In essence, surety is a credit relationship which is similar to applying for a bank loan. Sufficient time is needed to carefully consider all aspects of your submission. Analysis can be very time consuming, particularly if all items are not included in your submission. The more information you provide with this submission, the sooner a decision can be made.

The following items are required to be considered for a bond program with our agency:

- A **written history of the company** including any marketing information (brochures, business plan, or pre-qualification statements).
- A **contractor questionnaire application** must be fully completed and signed.
- **Bid or final bond report** form fully completed.
- A copy of the **contract or specifications for the bonded project**.
- A **job cost breakdown** for the project that requires bonding.
- The last **three (3) CPA fiscal year end** and **current business financial statements** for all companies needed. The enclosed financial statement requirement sheet outlines Northeast Surety's underwriting standards for statement preparation. Please provide the **three (3) latest tax returns**, if CPA statements have not been prepared.
- A current **personal financial statement** of all owners is required
- A current **bank reference letter** that provides evidence of borrowing capacity or established lines of credit including the terms.
- **Three (3) job reference letters** from owners of the largest contracts completed.
- A **work on hand schedule** of all (bonded and unbonded) uncompleted contracts including signed contracts and low bids.
- **Resumes** of all owners and key employees of the organization.
- A **certificate of insurance** identifying all coverages and naming Northeast Surety as the certificate holder. A copy of the **pollution policy** is required of environmental accounts.
- **Three (3) supplier recommendation letters** from your largest suppliers.
- A properly completed **General Agreement of Indemnity** must be signed by the company, all stockholders/members, and their spouses.

Please do not hesitate to contact us if you need any assistance with completing these documents. We appreciate the opportunity to establish your bond program.