



## **SUBMISSION REQUIREMENTS**

### **CONTRACTOR'S QUESTIONNAIRE**

All questions must be answered in their entirety, applicable (N/A). The questionnaire must be signed by the applicant. Those questions that do not apply, please indicate not.

### **BUSINESS FINANCIAL STATEMENTS**

Past three (3) year-end Financial Statements are preferred, and should be independently prepared on at least an accrual basis. The statements are to include the accountant's cover letter, balance sheet, profit & loss statement and accompanying notes.

### **PERSONAL FINANCIAL STATEMENTS**

Current Personal Statements are required of the principals of the company. If the company is a sole proprietorship, personal statements should be concurrent with the Business Statement.

### **SCHEDULE OF WORK ON HAND**

Work-on-hand schedule should be prepared on a current basis.

### **BANK LINE OF CREDIT LETTER**

Please provide a letter from the client's bank indicating the dollar amount available, and the terms and conditions under which it is secured.

### **RESUMES**

Please provide resumes on all owners and key employees.

### **INSURANCE**

Please provide a copy of the current Certificate of Insurance.

\*\*Please include any additional information, i.e. reference letters, that you feel may enhance your client's submission.

## **MISCELLANEOUS BONDING**

Please contact us for specific bond requirements.