**BASIC INFORMATION FOR SURETY SUBMISSION**

1. Current Contractor’s Questionnaire (included in Submission Package)
2. Past three fiscal year-end financial statements (five years if available). If current interim financial statement is available, please include.
3. Current personal financial statements on all owners, partners, and/or stockholders, as of the same date of your most current year-end.
4. Affiliated company(s) financial statements (if applicable)
5. Current bank letter of reference (sample included in Submission Package). If no line of credit is available, a general reference letter is needed.
6. Resumes on active owners and key people. (sample included in Submission Package)
7. Copy of certificate of insurance (if not furnished by TIS)
8. Current contract status report (form included in Submission Package)
9. List of major completed projects reflecting both the completed contract price and final gross profit
10. Any other information which you feel would favorably influence an underwriter.

The above information should allow us to obtain the best results when dealing with the various bonding companies that we represent. Please call us with any questions. We ask that you keep in mind, **“It is only with the proper tools that one can expect the best results”**.

**Chad Martin**

*VP, Surety Bonds*

*TIS Insurance Bond Division*

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