

EIN: _____

NEW ACCOUNT
SBA Surety Bond Guarantee Program
Application Submission Checklist

First Application Only - Bid, Final Bond or Bond Line of Credit

- _____ 1. Written Business Plan.
- _____ 2. Resume of Principals (20% or more owners), Key Managers or Personnel [include all years from high school to present].
- _____ 3. Contractor's Questionnaire.
- _____ 4a. Business Financial Statements (last 3 fiscal year-ends or last 3 tax returns).(w/n 90-days)
- _____ 4b. Start-Up Companies: Opening F/S must show Current Assets and Current Liabilities
- _____ 5. Personal Financial Statements - all indemnitors (within 90-days).
- _____ 6. Bank Reference Letter (latest balance, line of credit, maximum & amount available).
- _____ 7. Reference letters (3) from Suppliers (within 90-days).
- _____ 8. Reference letters (3) from Obligees (within 90-days).
- _____ 9. Surety- General Indemnity Agreement
- _____ 10. Agent has current POA on file with correct limits.
- _____ 11. Current Certificate of Insurance.
- _____ 12. Copy of Contract for Final Bonds. (Highlight bond requirement & liquidated damages.)
- _____ 13. SBA Contractor Guarantee Fee - ONLY FINAL BONDS directly from contractor.
- _____ 14. SBA Form 912 - Statement of Personal History.
- _____ 15. SBA Form 1261 - Statements Required by Laws and Executive Orders.
- _____ 16. SBA Form 994F - Work in Progress Schedule (within 90-days). Due Quarterly.
- _____ 17. SBA Form 994 - Application for Surety Bond Guarantee Assistance.
- _____ 18. SBA Form 1624 - Certificate of Debarment or Suspension.
- _____ 19. SBA Form 994B - Surety Bond Underwriting Review.
- _____ 20a. SBA Form 990 - Surety Bond Guarantee Agreement (in TRIPLICATE, per SOP 50 45 2).
- _____ 20b. Bond Line of Credit Request Form (IN DUPLICATE) with SBA Forms 994B, 1624 & 994.
- _____ 21. Waiver of Sovereign Immunity (Native American).
- _____ 22. SBA Form 991 - Surety Bond Guarantee Agreement Addendum (when applicable).
- _____ 23. Liquidated Damages over \$750.00/day requires written explanation.

Asbestos or Other Hazardous Materials - no BLOCS:

- _____ 24. Copy of Contractors Hazardous Material Removal Procedures & Equipment
- _____ 25. Copy of General Liability & Workers Compensation Insurance Policies to cover hazardous material accidents.
- _____ 26. Copies of current Asbestos (or other material) Training Certificates for supervisor's and workers.
- _____ 27. Evidence that the contractor has acquired the right to use a government approved disposal site, and that the method of transportation has been approved.
- _____ 28. Evidence that the contract is in compliance with all local, municipal, county, and state asbestos (or other material) removal requirements (copies of licenses where applicable).
- _____ 29. Copy of Asbestos (or other material) rider.

COMMENTS:
