



**U.S. SMALL BUSINESS ADMINISTRATION
SURETY BOND GUARANTEE UNDERWRITING REVIEW**

OMB APPROVAL No. 3245-0007
Exp. Date 3/31/2007
SBG No. with Suffix

PART I SURETY'S REVIEW

SURETY COMPANY

CONTRACTORS TRADE NAME & ADDRESS (inc. County & Zip)

NOTE: Items 1-17 are to be completed on each guarantee submission to SBA including the initial and all subsequent submissions.

THIS FORM IS MANDATORY. NO SURETY SUBSTITUTE WILL BE ACCEPTABLE BY SBA.

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| 1(a). PROJECT DESCRIPTION | | OBLIGEE NAME AND ADDRESS: | |
| PROJECT LOCATION: | | OBLIGEE TYPE: FEDERAL STATE LOCAL PRIVATE | |
| 1(b). CONTRACTOR IS PRIME OR SUBCONTRACTOR ON THIS JOB | | 1(c). TYPE OF CONTRACT CONSTRUCTION SERVICE SUPPLY OTHER (Specify) | |
| 2(a). CONTRACT AMOUNT \$ | | 2(b). NEGOTIATED BID \$ % N/A | |
| 3(a). BID BOND \$ | | 2(c). IF BID WHAT IS 2ND LOW BID? \$ % N/A | |
| 3(b). IF LIQUIDATED DAMAGES AMT / WORKING OR CALENDAR DAY \$ | | 3. PERFORMANCE BOND \$ PAYMENT BOND \$ | |
| 4. PRESENT PROJECT SIMILAR TO PREVIOUS WORK PERFORMED? YES NO | | 5. BOND REQUIRED BY ORIGINAL CONTRACT DOCUMENT? YES NO | |
| 6(a). SCHEDULED STARTING DATE | | 6(b). SCHEDULED COMPLETION DATE | |
| | | 6(c). CONTRACTOR STARTED JOB YET? YES NO IF "YES" DATE STARTED IF "YES" SBA FORM 991 MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO SBA BEFORE THE GUARANTEE AGREEMENT CAN BE EXECUTED. | |

7. WORK IN PROGRESS

| | | | | | | | |
|--|--|--|--|--------------------|--|--|--|
| 7(a). WORK IN PROGRESS STATUS REPORT ATTACHED IF NO, REVIEW YOUR FILE AND ATTACH YOUR REPORT OR SBA FORM 994F YES NO | | 7(b). VERIFIED BY OBLIGEEES? YES NO | | 7(c). HOW MANY? | | 7(d). OF HOW MANY? | |
| 7(e). HAS SURETY CHECKED WITH SUPPLIERS? YES NO | | 7(f). HOW MANY? | | 7(g). OF HOW MANY? | | 7(h). PAYABLES CURRENT? IF NO PROVIDE SPECIFICS YES NO | |

8. FINANCIAL STATEMENT

| | | | | | |
|--|--|--|--|---|--|
| COPY OF CURRENT FINANCIAL STATEMENTS (Company & Personal) | | ATTACHED OR ALREADY ON FILE W/ SBA | | NOTE: THESE STATEMENTS MUST BE SIGNED AND DATED BY PRINCIPALS | |
| 8(a). DATE OF FINANCIAL STATEMENT | | 8(b). FISCAL YEAR ENDS | | 8(c). FINANCIAL STATEMENT PREPARED BY WHOM? | |
| 8(d). F/S SHOW DISCLAIMER? YES NO | | 8(e). TYPE OF FINANCIAL STATEMENT CASH SAMPLE COMPLETED % OF OTHER ACCRAUL CONTRACT COMPLETION (Specify) | | | |
| 8(f). NET WORTH \$ COMPANY \$ PERSONAL | | 8(g). NET QUICK ASSETS \$ COMPANY | | 8(h). NET WORKING CAPITAL \$ COMPANY | |
| 8(i). WORKING CAPITAL SUFFICIENT? IF "NO" HOW MUCH IS NEEDED? SOURCE? YES NO | | | | | |
| 9(a). SCHEDULE OF AGED PAYABLES & RECEIVABLES ATTACHED? YES NO | | 9(b). VERIFICATION OF PAYABLES? % OVER 60 DAYS YES NO % | | 9(c). VERIFICATION OF RECEIVABLES? % OVER 60 DAYS YES NO % | |

10. BANK RELATIONS

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|--|--|-----------------------------------|--|---|--|---|--|
| 10(a). SURETY VERIFIED BANK BALANCE? YES NO | | 10(b). AVERAGE BANK BALANCE \$ | | 10(c). CONTRACTOR HAVE BANK LINE OF CREDIT? YES NO | | 10(d). HOW MUCH? (Gross) \$ | |
| 10(e). WITH WHOM? | | 10(f). SECURED? YES NO | | 10(g). TERMS | | 10(h). HOW MUCH PRESENTLY OWING \$ | |
| | | | | | | 10(i). HOW MUCH L/C PRESENTLY UNUSED? \$ | |

11. BONDING AVAILABILITY?

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|---|--|----------------------------------|--|---|--|
| 11(a). CONTRACTOR HAVE SURETY BONDING LINE? YES NO | | 11(b). IF YES WHAT AMOUNT? \$ | | 11(c). SURETY BONDING LINE WITH? | |
| 11(d). INDEMNITIES POSTED? (Company & Personal) YES NO | | IF "NO" ATTACH EXPLANATION | | IF "YES" ATTACH COPIES OF INDEMNITY AGREEMENTS AND PERSONAL FINANCIAL STATEMENTS ON ALL INDEMNITORS (including those of third parties unless previously submitted to SBA) | |

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| 12. HAS SURETY REQUIRED EXTRA SECURITY YES NO IF YES: WHAT TYPE INSTRUMENT | | i.e. A CD OR CASHIERS CHECK FROM CONTRACTOR AMOUNT \$ | |
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| 13(a). SUBCONTRACTORS INVOLVED IN THIS JOB? YES NO | | 13(b). IF YES, SUBCONTRACTOR PARTICIPATION IN WORK UNDER CONTRACT %. | | 13(c). PRINCIPAL SUBCONTRACTOR BONDED? IF YES, AND BY YOUR COMPANY THROUGH THE SBG PROGRAM, ATTACH SPECIFICS YES NO | |
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14. DOES SURETY RECOMMEND FINANCIAL / MANAGEMENT / TECHNICAL ASSISTANCE BY SBA? YES NO IF YES, WHAT TYPE & WHY?

15. CHECKLIST OF REQUIRED ITEMS

| | | | | | | | |
|----------------------------|---------------------------|--------------|--------------|--------------|-----------------------------|---|-----------------------------|
| CONTRACTOR APPLICATION FEE | CONTRACTOR PROCESSING FEE | SBA FORM 994 | SBA FORM 990 | SBA FORM 912 | SBA FORM 994F OR SUBSTITUTE | COPIES OF BONDS IF SPECIAL CONDITIONS ADDED | GENERAL INDEMNITY AGREEMENT |
|----------------------------|---------------------------|--------------|--------------|--------------|-----------------------------|---|-----------------------------|

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| 16. CONTINUATION SHEETS ATTACHED? YES NO | 17. RESUME(S) OF OFFICERS, OWNERS AND/OR KEY EMPLOYEES ATTACHED? YES NO |
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| 18. CONTRACTOR'S QUESTIONNAIRE ATTACHED? YES NO | 19. BUSINESS PLAN ATTACHED? YES NO |
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20. TYPE OF CONTRACTUAL WORK THIS FIRM HAS DONE PREVIOUSLY

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| 21(a). LARGEST PREVIOUS CONTRACT SUCCESSFULLY UNDERTAKEN? \$ | 21(b). LARGEST PREVIOUS WORK PROGRAM SUCCESSFULLY UNDERTAKEN? \$ # OF JOBS | 22(a). ANY DISPUTES/DEFAULTS? IF "YES" ATTACH DETAILS YES NO | 22(b). CURRENT PROJECTS ON SCHEDULE? IF "NO" ATTACH DETAILS YES NO |
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| 23(a). CONTRACTOR EVER FAILED TO COMPLETE JOB? YES NO IF "YES" ATTACH SPECIFICS | 23(b). HAS CONTRACTOR EVER DEFAULTED ON A CONTRACT FORCING A SURETY TO SUFFER A LOSS? YES NO IF "YES" ATTACH SPECIFICS |
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|--|-------------------------|--------------------------|
| 24(a). CONTRACTOR HAVE ADEQUATE EQUIPMENT? YES NO | 24(b). OWNED? YES NO | 24(c). LEASED? YES NO |
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| 25. CONTRACTOR TAXES CURRENT? YES NO IF "NO" ATTACH SPECIFICS | 26. CONTRACTOR INSURANCE COVERAGE SUFFICIENT? YES NO | 27(a). CONTRACTOR PREVIOUSLY BONDED? YES NO |
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| 27(b). LARGEST CONTRACT AMOUNT BONDED AND SUCCESSFULLY COMPLETED? \$ | 27(c). WITH WHAT SURETY/SURETIES? |
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27(d). HISTORY OF AND REASONS FOR SURETY CHANGES?

28. ATTACHED RESUME(S) OF OFFICERS, OWNERS AND/OR KEY EMPLOYEES

YES NO

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| 29(a). MANAGING AGENCY OF SURETY (if applicable) | 29(b). MANAGING AGENCY'S EMPLOYER (IRS) I.D. |
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30. REMARKS/CONCLUSIONS. INCLUDE OVERALL FINANCIAL CONDITION, COMPARATIVE TRENDS AND JUSTIFICATION FOR SBA ASSISTANCE.

IN OUR OPINION THE PRINCIPAL APPEARS TO HAVE THE FINANCIAL/MANAGEMENT/TECHNICAL ABILITIES TO SUCCESSFULLY COMPLETE THIS CONTRACT. HOWEVER, WE FEEL THIS SUBCONTRACTOR FALLS BELOW THE NORMAL UNDERWRITING STANDARD OF OUR COMPANY, AND WE WILL NOT ISSUE BONDS TO THIS CONTRACTOR WITHOUT THE SBA GUARANTEE. THESE BONDS ARE REQUIRED UNDER THE ORIGINAL CONTRACT OR BID SOLICITATION.

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|--------------------------|--|--------------------------------|-----------|
| SIGNATURE OF UNDERWRITER | | DATE | |
| TYPED NAME | | TELEPHONE NO. (Inc. Area Code) | |
| TITLE OF UNDERWRITER | | AGENCY NAME (if applicable) | |
| ADDRESS OF UNDERWRITER | | CITY | STATE ZIP |

TO BE COMPLETED BY SBA

| | |
|----------------------|----------------|
| DATE RECEIVED BY SBA | BY: (Initials) |
|----------------------|----------------|

