Before you ask for a bond

A practical starting file. Ask your agent what is needed for your specific request.

You do not need every document before making the first call. Use this list to show what is available, what is missing, and when the bond is needed. Tick an item when it is ready to share through an agreed secure process.

Company: _____ Job / deadline: _____

01 Company

- [ ] **Legal name and entity documents** - Identify the business that will sign the contract.
- [ ] **Ownership and authorized signers** - List owners, percentages and related companies.
- [ ] **Years in business, trade and licenses** - Separate company history from prior owner experience.
- [ ] **Contact details and business address** - Make the applicant and follow-up contact clear.

02 Financial

- [ ] **Latest year-end financial statement and CPA report** - Show the reporting basis and assurance level.
- [ ] **Current interim balance sheet and income statement** - Explain the present financial picture.
- [ ] **Work-in-progress schedule (WIP)** - List every open job, contract value, estimated total cost, cost to date and billings.
- [ ] **Accounts receivable aging** - Explain old, disputed, related-party and collectible customer balances.
- [ ] **Accounts payable aging** - Show current supplier obligations and payment timing.
- [ ] **Bank reference or credit-facility letter** - Identify availability, balance, expiration and restrictions.

Keep WIP and aging dates aligned with the statements. Explain differences instead of hiding them. Ask which reporting dates and CPA engagement the surety requires before ordering additional work.

EvenPenny is not a bond agency and does not issue bonds.

The people, the job, the context

Bring a clear explanation. Arrange secure delivery of sensitive records with the agency.

03 Personal

- [ ] **Personal financial statement for each requested owner** - Show assets, debts and other guarantees.
- [ ] **Requested credit authorization** - Use the agency or surety form and its secure delivery process.

04 Experience

- [ ] **Largest relevant completed jobs** - Include scope, your role, final value and completion dates.
- [ ] **Owner and supplier references** - Provide people who can verify performance and payment history.
- [ ] **Key-person resumes and equipment plan** - Explain who and what will perform the new work.

05 The job

- [ ] **Bid or contract documents and required bond form** - Send the actual wording and latest version.
- [ ] **Scope, schedule, project owner and job value** - Define the obligation and important deadlines.
- [ ] **Estimate, major subcontractors and suppliers** - Explain pricing, resources and dependencies.
- [ ] **Payment, retainage, damages and warranty terms** - Highlight conditions that affect cash or performance.

06 Other information

- [ ] **Litigation, liens, disputes and prior claims** - Give a factual status summary and supporting records.
- [ ] **Prior bonding and other active submissions** - Identify previous reviews and who is handling this request.

For the first call: Which bond is needed? When? What documents are missing? What would make the request workable? Do not email passwords, bank details, credit reports or signed agreements when requesting an introduction.

Full guide and optional introduction request: evenpenny.com/contractors/bond-application-checklist

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