

# **PINNACLE SURETY & INSURANCE SERVICES**

## **Submission Requirements**

### **Subdivision Bonds – Items Required**

1. Subdivision Financial Questionnaire COMPLETED.
2. SUBDIVISION BOND INFORMATION SHEET
3. Copy of Financial Statements (Fiscal Year End) including Profit & Loss Statements for the last three years – if available (also Mid-Year Statements if available)
4. Personal Financial Statements of Owners, Principals, Officers (if major Stockholders) and/or Indemnitors.
5. Copy of Entity Documents, i.e., Articles of Incorporation, Partnership Agreement, and Joint Venture Agreement.
6. Resume of Owners, Principals and/or Officers.
7. Set-aside letter from Construction Lender.
8. City or County Engineer's estimate of costs to complete offsite improvements.
9. Required Bond forms.
10. General Indemnity Agreement SIGNED & NOTARIZED
11. Subdivision Agreement(s)
12. Map showing location of subject property.

# PINNACLE SURETY & INSURANCE SERVICES

## SUBDIVIDERS FINANCIAL QUESTIONNAIRE

1. NAME: \_\_\_\_\_

2. TYPE OF ENTITY: CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ JOINT VENTURE \_\_\_\_\_

3. BUSINESS ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

4. OWNERSHIP DETAIL: *(IF A CORPORATION, PLEASE DESIGNATE THE CORPORATE PRESIDENT AND CORPORATE SECRETARY)*

Name and Residence Address	% Owner	Age	Title/Responsibility	Individual SS#	Marital Status	Spouse's Legal Name
1.						
2.						
3.						
4.						

5. NO. OF YEARS IN BUSINESS \_\_\_\_\_ CONTRACTORS LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_

6. EXPERIENCE - PRIOR AND CURRENT PROJECTS (IF EXTENSIVE, LIST ON SEPARATE SHEET)

NAME & LOCATION OF TRACT	NO. OF LOTS	\$ AMT. OF IMPROVEMENTS	BOND COMPANY	DATE OR % COMPLETED
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A				
B				
C				

NAME OF LENDER (FOR TRACTS LISTED ABOVE)	LOAN OFFICER	PHONE NO.
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A		
B		
C		

7. NAME OF ACCOUNTANT: \_\_\_\_\_ FISCAL YR. END \_\_\_\_\_ PHONE NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. NAME OF BANK: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 ACCOUNT MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 WITH BANK SINCE: \_\_\_\_\_  
 CURRENT OPERATING LINE OF CREDIT AMOUNT: \$ \_\_\_\_\_  
 AMOUNT IN USE AT TIME OF APPLICATION: \$ \_\_\_\_\_  
 ANTICIPATED ADDITIONAL AMOUNT TO BE USED IN NEXT 90 DAYS: \$ \_\_\_\_\_  
 SECURED BY:  
 CORPORATE SIGNATURE  YES  NO PERSONAL SIGNATURE  YES  NO INVENTORY  YES  NO  
 ACCOUNTS RECEIVABLE  YES  NO OTHER  YES  NO DESCRIBE: \_\_\_\_\_  
 \_\_\_\_\_  
 TERMS: RATE \_\_\_\_\_ REPAYMENT \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
 (PROVIDE CURRENT BANK LINE OF CREDIT COMMITMENT LETTER)

9. HAVE YOU, YOUR PARTNER(S), YOUR COMPANY OR ANY OFFICER IN YOUR COMPANY FAILED TO COMPLETE A PROJECT OR FAILED IN BUSINESS? \_\_\_\_\_ BANKRUPTCY? \_\_\_\_\_ (IF YES ON EITHER QUESTION, GIVE DETAILS ON SEPARATE SHEET).

10. HAS ANY SURETY EVER DECLINED TO FURNISH YOU OR YOUR COMPANY A BOND? \_\_\_\_\_  
 IF YES, WHY? \_\_\_\_\_

11. ANY LIENS FILED AGAINST TRACTS IN LAST TWO YEARS? \_\_\_\_\_

DATE FILED	AMOUNT	BY WHOM	DATE RELEASED	REASON & DETAILS

14. ANY OTHER SUITS OR JUDGEMENTS WITHIN THE LAST TWO YEARS? \_\_\_\_\_  
 \_\_\_\_\_

15. MAJOR SUPPLIERS:

NAME OF COMPANY	ADDRESS	NAME OF CONTACT	PHONE NO.
1			
2			
3			
4			

16. MAJOR GENERAL AND SUB-CONTRACTORS:

NAME OF COMPANY	ADDRESS	NAME OF CONTACT	PHONE NO.
1			
2			
3			
4			

COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

# PINNACLE SURETY & INSURANCE SERVICES

## SUBDIVISION BOND INFORMATION SHEET

DEVELOPER: \_\_\_\_\_  
SUBDIVISION NAME: \_\_\_\_\_ TYPE OF PRODUCT: \_\_\_\_\_  
DESCRIBE LOCATION: \_\_\_\_\_

TRACT NUMBER: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_  
SELLING PRICE OF UNITS: \$ \_\_\_\_\_ TO: \$ \_\_\_\_\_  
SELLING FEET OF UNITS: \_\_\_\_\_ TO: \_\_\_\_\_

CONSTRUCTION LENDER: \_\_\_\_\_  
LOAN OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_  
AMOUNT OF CONSTRUCTION LOAN: \$ \_\_\_\_\_  
AMOUNT ALLOCATED TO OFFSITE IMPROVEMENTS: \_\_\_\_\_  
IS A SET ASIDE LETTER AVAILABLE?  YES  NO

COST OF LAND: \_\_\_\_\_  
WHEN PURCHASED: \_\_\_\_\_  
HOW MUCH OWED: \_\_\_\_\_

NAME OF GENERAL CONTRACTOR: \_\_\_\_\_

IMPROVEMENTS	COST	NAME OF SUBCONTRACTOR (if applicable)
EXCAV., GRADING, CLEARING	_____	_____
ENGINEERING	_____	_____
STREETS, CURBS, GUTTERS	_____	_____
WATER	_____	_____
SEWERS	_____	_____
UTILITIES	_____	_____
OTHER	_____	_____

OBLIGEE (MUNICIPALITY REQUIRING BONDS): \_\_\_\_\_  
ADDRESS OF OBLIGEE: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

TYPE OF BOND	PERFORMANCE	LABOR & MATERIALS
GRADING IMPROVEMENTS	_____	_____
STREET IMPROVEMENTS	_____	_____
WATER IMPROVEMENTS	_____	_____
SEWER IMPROVEMENTS	_____	_____
STORM DRAIN IMPROVEMENTS	_____	_____
MONUMENT	_____	_____
MAINTENANCE GUARANTEE	_____	_____
PROPERTY TAX	_____	_____
OTHER	_____	_____



## PINNACLE SURETY & INSURANCE SERVICES

<b>CASH VALUE OF LIFE INSURANCE</b>					
Name of Insurance Company	Beneficiary	Face Value	Cash Value	Loans Outstanding	
<b>OTHER ASSETS</b>					
Description	Title Holder	Cost	Market Value	Age of Asset	
<b>LOANS PAYABLE</b>					
Name of Lender	Address	Balance Due	Amount Due in One Year	How Secured	
<b>ACCOUNTS &amp; NOTES PAYABLE (Including Charge Accounts)</b>					
Payable to Whom	Address	Amount	Monthly Payment	Due Date	How Secured
<b>TAXES PAYABLE (State &amp; Federal)</b>					
Description		Amount	Date Payment is Due		
<b>OTHER LIABILITIES</b>					
Description	Payable to Whom	Amount	Monthly Payment	Due Date	How Secured

Authority is hereby granted to any individual, firm or corporation, and any financial institution to furnish Pinnacle Surety & Insurance Services upon its request, with any information concerning or pertaining to the undersigned's and spouses financial standing, credit, or manner of meeting obligations. A copy of this agreement shall be considered the same as the original. This authorization to remain in force until rescinded by the applicant in writing.

I/We hereby certify and declare that the above statement presents accurately my/our financial condition to the best of my/our knowledge and belief and I/we hereby authorize and request any person, firm or corporation requested by Pinnacle Surety Services, Inc., concerning any transaction with the undersigned; and Pinnacle Surety Services, inc. is authorized to obtain information to confirm this financial statement and may furnish copies of the forgoing statement and any information which it now has or may hereafter obtain to other companies for the sole purpose of securing suretyship, co-suretyship and/or reinsurance.

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**PINNACLE SURETY & INSURANCE SERVICES**  
**PERSONAL RESUME OF PRINCIPAL AND KEY PERSONNEL**

**Δ PLEASE MAKE NECESSARY BLANK COPIES Δ**

Name: \_\_\_\_\_ Telephone No.: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Address, Street, City, Zip)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No.: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Spouse's employer, address, position, and length of  
employment: \_\_\_\_\_

\_\_\_\_\_

Did you graduate from high school?     Yes     No

College: \_\_\_\_\_ to \_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_

**Δ BUSINESS AND PROFESSIONAL EXPERIENCE RELATING TO  
CONSTRUCTION AND/OR TYPE OF PROFESSION: Δ**

Indicate firm name, length of time employed, occupation, largest project you were involved in and reason for  
leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Δ PERSONAL REFERENCES Δ**

Name, address, phone number, length of time acquainted and relationship to reference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date