

GENERAL GUIDELINES

1. Please use **blue or black ink**, to fill out the application or preferably fill it out directly on the interactive fillable Adobe PDF form using your computer. Surety requires that **applications be readable**.
2. **Answer ALL questions. Do not leave any spaces blank.** Either answer the question or **put N/A** in that field. Blank spots raise concerns with surety and will delay the underwriting.
3. **Signing Application:** You may be required to sign the application twice – once on behalf of your business capacity (such as Owner/ President/CEO), and once as a personal indemnitor. **Spousal signature is required as California is a Community Law State.**
4. When a **Personal Financial Statement** is required, you may forward a recent statement if you have one prepared on a computer program such as Quicken or QuickBooks, or if you have a recent form filled out that meets surety requirements. We provide blank forms if you need them. You may download the form from <http://www.bondpro1.com/forms-library/>.
 - **Owned real estate properties:** For real estate properties where you are a full or part owner, you will need to indicate the percentage of your ownership amount. Please provide a simple description of the property, such as a single family home or commercial units, date purchased, purchase price, date built, current market value, monthly income, loan balance, monthly payment, and your percentage of ownership.
 - **Stocks and Bonds:** Please provide the most recent statement from your brokerage house that has your account.
 - **Line of Credit:** Please provide a copy of the most current statement from your bank, as surety will likely require it.
 - **Verify Cash:** Please provide a copy of your most current bank statement.
5. **Business Financial Statement:** Your Quicken or QuickBooks internal statement will be accepted by surety for small bonds. Large bonds surety may require a CPA Financial Statement. Surety will also require verification of bank balances, stocks and bonds held by your business, and any lines of credit (which usually can be verified by most recent bank statements.).
6. **License or Permit:** The following is a list of examples of bonds: Contractors State License Board, State Board Equalization, Notary Bond, Insurance Broker Bond, Auto Dealer Bond, DMV Registration Service, Engine Verifier.

An Obligee requiring you to be bonded should provide you with the following:

- **Letter instructing you to be bonded and the required bond amount.** Surety will require a copy of this letter to proceed with underwriting.
- **Copy of bond forms on which the obligee requires the bond to be executed once it has been approved.** Surety requires a copy of bond form as it instructs surety how the obligee wants surety to act on their behalf, as well as having your proper principal information. **Make sure on your application where it states "Name" that the name is exactly as it appears on your**

license application. If the bond is not ***exactly*** as the obligee instructs and they reject the bond, it will delay your compliance with their requirements, as well as the issuance of your license. If the bond is incorrect due to inaccurate information on your application requiring us to revisit the file, you will be charged a processing fee for either reissuing your bond or issuing a Surety Change Rider.

Please **email or fax** your application to us. Upon receipt of your fully completed application, along with the letter of instructions from the obligee (as referred in item #6 above) and financials, if required, we will review and prepare your file and submit it to the underwriter for processing. **Upon surety approval, we will notify you immediately. At that time you will need to provide the original signed (and notarized, if required) application, along with your check payable to BOND PROFESSIONAL. Per surety requirements, the bond cannot be released by our office until we have your original signed application and premium in hand.**

7. **Delivery of Bond:** For special handling, please provide your UPS, or FedEx account number for overnight delivery of your bond. If you do not have an account with either of these overnight mail providers, we can provide overnight mailing for a fee of \$30.00.