

Subdivision File and Project Information Check List

Information required for File Set- Up with the surety:

- Subdivision Questionnaire (form attached).
- Annual Supplementary Questionnaire (form attached).
- Subdivision Bond Request Form
- Indemnity Fact Sheet (form attached).
- Copies of the past three (3) years of CPA Fiscal Year End Financial Statements and/or Tax Returns.
- Current Personal Financial Statements of all Principals of the entity having need of bonding in the following format:
 - If CPA prepared corporate financials are provided you can provide either a CPA prepared personal of use the form attached
 - If there are **no** CPA prepared corporate financials, please provide a CPA prepared Personal Financial Statement.
- Evidence of cash and/or investment equity (i.e., Bank Statements, Broker Statements...)
- Other Information the illustrates the experience of you and or your company (i.e., brochures, reference letters, photos, resumes...)

Information required for each Individual Project submission:

- Completed Questionnaire for Site Improvement and Subdivision Bonds (form attached)
- Copy of Corporate Resolution, Operating Agreement or Partnership Agreement.
- Copy of Township Resolution of regarding project acceptance.
- Copy of Township Engineer's Estimate Letter.
- If outside financing is used, a copy of the Bank Commitment Letter.

If you have any questions or would like to make an appointment, please feel free to call us at **(201) 661-2382**.

***WE VALUE THE OPPORTUNITY TO HANDLE YOUR SURETY NEEDS.
THANK YOU.***