

GENERAL GUIDELINES

1. Use a blue or black pen
2. Surety requires that **applications must be readable**, therefore, **print** answer to each question.
3. **Answer ALL questions. Do not leave any spaces blank.** Either answer them or put N/A in that field. **Blank spots raise concerns with surety and will delay the underwriting.**
4. **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.**
5. When a **Personal Financial Statement** is required you may forward a recent one if you have it prepared on a computer program such as Quicken or QuickBooks, or if you a recent form filled out that meets surety requirements. We provide blank forms if you need them (Click here to download the personal financial form)
Owned real estate properties that you are a full or part owner you need to indicate your percentage of ownership amount you have, 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, your percentage of ownership.

Stocks and Bonds : Provide a most recent statement from your brokerage house that has your account.

Line of Credit: Provide your most recent copy of statement from bank. Surety may require a copy of your most current bank statement.

Verify Cash: Provide a copy of your most current bank statement.

6. **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. Also verification of bank balances, Stock Bonds held by business Along with any lines of credit (Usually can be verified by most recent bank statements.)
7. **License or Permit Bonds:** (Example, Contractors State License Board, State Board Equalization, Notary Bond, Insurance Broker Bond, Auto Dealer Bond, DMV Registration Service, Engine Verifier)

Obligee, requiring you to be bonded) should provide you :

- **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 form they require bond to executed on, upon approval.** **Surety requires a copy of bond forms** 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 (Must be exactly as it appears on your license application, that it appears as your licensing application has it. If the bond is not exactly as the obligee instructs** and they reject the bond, it will hold you up from being in compliance with their requirements and delay your license being issued. If the bond is incorrect as we have not been provided the letter and have to redo the bond due to inaccurate information on your application, you would be charged a processing fee for revisiting the file, and either reissuing your bond or issuing a Surety Change Rider.
8. **Upon our receipt of your Email or Fax** of your fully completed application along with the letter of instructions from the obligee (as referred in item #8) and financials if required. We will review and prepare your file to submit to underwriter for processing. **Upon surety approval, we will notify you at which time you will need to provide the original signed/notarized (if required) application along with your check payable to BOND PROFESSIONAL.**
- Bond can not be released from our office until we have your original signed application and premium in our office. Per surety requirements.**
9. **Delivery of Bond:** Special Handling -you can provide your DHL, FED EX account number for overnight of your bond. If you do not have an account set up, we can provide overnight mailing for a fee of \$24.00.