

# bond program maintenance checklist

STAY APPROVED. GROW YOUR BONDING CAPACITY.

## 1: QUARTERLY FINANCIAL REVIEWS

- Internal Financial Statements
- WIP Schedule
- Backlog Report
- Accounts Receivable Aging
- Cash Flow Projections
- Debt-to-Equity Ratio

## 2: CREDIT MONITORING

- Personal Credit Profile
- Business Credit Report
- Outstanding Debts
- Credit Utilization
- Loan Balances



## 3: DOCUMENTATION UPDATES

- Business Financial Statements
- Personal Financial Statements
- Tax Returns
- Equipment Schedule
- Organizational Chart
- Subcontractor Agreements
- Bank Reference Letter

## 4: INSURANCE & LICENSING

- General Liability
- Workers' Compensation
- Umbrella Coverage
- Active Contractor License
- Builder's Risk Policy

## 5: PROJECT TRACKING

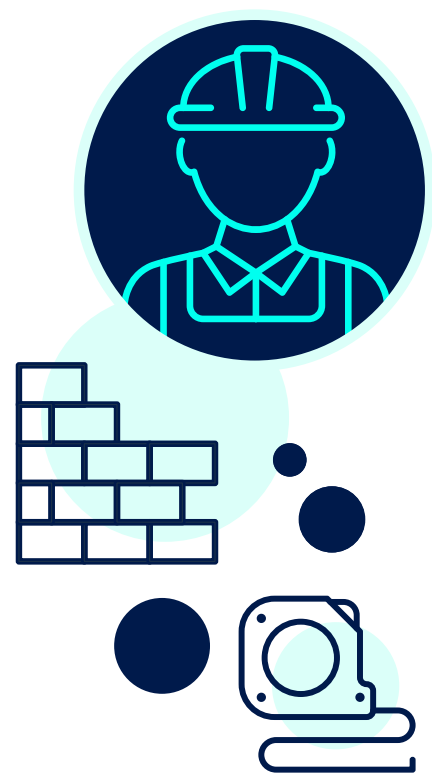
- Completed Projects
- Project Profitability
- Change Orders
- Claims or Disputes
- GC / Owner References
- Personnel Resumes

## 6: ANNUAL CPA REVIEW

- CPA Prepared Statements
- Reviewed Financials
- Audited Financials

## 7: SURETY RELATIONSHIP

- Notify Major Changes
- Share Updated Financials
- Discuss Expansion Plans
- Review Capacity Annually



## NEED TO INCREASE YOUR BONDING CAPACITY?

Request a Bond Program Review at [ZipBonds.com](https://ZipBonds.com)

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