



Short Form

CONTRACTORS QUALIFICATION QUESTIONNAIRE

Section A: Organization and Background

COMPANY NAME			☐ Individual ☐ Corporation ☐ Partnership ☐ LLC/ LLP		
ADDRESS			BUSINESS PHONE		
CITY/ STATE/ ZIP			EMAIL ADDRESS		
DATE BUSINESS FORMED	STATE LICENSE NUMBER	YEARS IN BUSINESS	TAX ID NUMBER		

Section B: Principal Officers of the Company

OWNER 1	OWNER 1 NAME		SSN		DOB		POSITION	
	HOME OWNERSHIP ☐ YES ☐ NO	YEAR HOME PURCHASED	EMPLOYED SINCE	% of BUSINESS OWNERSHIP		EMAIL ADDRESS		
	HOME ADDRESS CITY/ STATE/ ZIP			SPOUSE NAME		SPOUSE SSN	DOB	
OWNER 2	OWNER 2 NAME		SSN		DOB		POSITION	
	HOME OWNERSHIP ☐ YES ☐ NO	YEAR HOME PURCHASED	EMPLOYED SINCE	% of BUSINESS OWNERSHIP		EMAIL ADDRESS		
	HOME ADDRESS CITY/ STATE/ ZIP			SPOUSE NAME		SPOUSE SSN	DOB	
OWNER 3	OWNER 3 NAME		SSN		DOB		POSITION	
	HOME OWNERSHIP ☐ YES ☐ NO	YEAR HOME PURCHASED	EMPLOYED SINCE	% of BUSINESS OWNERSHIP		EMAIL ADDRESS		
	HOME ADDRESS CITY/ STATE/ ZIP			SPOUSE NAME		SPOUSE SSN	DOB	

Have you, your spouse, or any your companies ever: - declared bankruptcy in the last 7 years? ☐ Yes ☐ No - failed in any business venture? ☐ Yes ☐ No - currently involved in litigation? ☐ Yes ☐ No - failed to complete a contract or defaulted on a contract? ☐ Yes ☐ No - caused a surety to pay a loss? ☐ Yes ☐ No - subject to a federal or state tax lien? ☐ Yes ☐ No - been a principal or indemnitor on a bond which a claim was brought? ☐ Yes ☐ No	Are any of your assets in Trust(s)? ☐ Yes ☐ No Legal Name of Trust: _____ Are you a guarantor for a third-party liability? ☐ Yes ☐ No Have you ever been convicted of a felony? ☐ Yes ☐ No Do you have an interest in an affiliate, subsidiary, or related company? ☐ Yes ☐ No Are you legally authorized to work in the United States? ☐ Yes ☐ No Do you have open bonds with another surety ☐ Yes ☐ No If you answered YES to any of the questions above, attach a detailed explanation.
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LINE OF CREDIT

☐ Yes ☐ No (attach copy of recent LOC statement) Bank _____ Amount \$ _____ Current Balance \$ _____

Largest job completed in the last 5 years

JOB DESCRIPTION	OWNER'S NAME/ CONTACT INFORMATION	CONTRACT AMOUNT	YEAR COMPLETED	TIME REQUIRED TO COMPLETE	BONDED
1		\$			☐

Section C: Bond Request☐ Submission is prequalification for future bonding

Project Details			
JOB LEGAL DESCRIPTION AND LOCATION			
OBLIGEE NAME		OBLIGEE CONTACT PERSON	OBLIGEE EMAIL ADDRESS
OBLIGEE ADDRESS/ CITY/STATE/ ZIP			OBLIGEE PHONE NUMBER
ESTIMATED START DATE	ESTIMATED COMPLETION DATE	MAINTENANCE/ WARRANTY PERIOD	LIQUIDATED DAMAGES \$
LIST OF MAJOR SUBCONTRACTORS	CONTRACTOR NAME	TRADE	AMOUNT \$
	CONTRACTOR NAME	TRADE	AMOUNT \$
	CONTRACTOR NAME	TRADE	AMOUNT \$

Complete for Bid Bond		Complete for Final Bond	
BID DATE	ESTIMATED TOTAL AMOUNT OF BID \$	CONTRACT PRICE \$	CONTRACT SIGN DATE
ENGINEERS ESTIMATE \$	BID % OR FLAT AMOUNT \$	BOND TYPE REQUESTED ☐ PERFORMACE & PAYMENT BOND ☐ SUBCONTRACTOR PERFORMANCE & PAYMENT BOND ☐ STAND ALONE MAINTENACE BOND ☐ SUPPLY BOND	
BOND FORM ☐ SURETY FORM ☐ AIA FORM ☐ OBLIGEE FORM (please attach) INCLUDE ☐ BID BOND SPECIFICATIONS ☐ BID BOND FORM		BOND FORM ☐ SURETY FORM ☐ AIA FORM ☐ OBLIGEE FORM (please attach) INCLUDE ☐ COPY OF CONTRACT HOW WAS THIS CONTRACT SECURED? ☐ CASH ☐ BID BOND (attach bid results) ☐ NEGOTIATED ☐ OTHER	

Largest jobs currently outstanding – If there are more than 3 outstanding jobs, attach Work in Progress

JOB DESCRIPTION		OWNER'S NAME/ CONTACT INFORMATION	CONTRACT AMOUNT	TIME REQUIRED TO COMPLETE
1			\$	
2			\$	
3			\$	

Total cost to complete work on hand without this project is bonded \$_____ unbonded \$_____.

The Undersigned hereby represents that the herein statements are true and authorizes any bank or other reference to verify the correctness of items in the above statement to the Surety. Surety is authorized to investigate, at any time, the Undersigned's credit, employment history, and department of motor vehicle records.

Dated: _____

Signature of Applicant_____
Signature of Applicant_____
Signature of Applicant_____
Signature of Applicant



TOKIO MARINE
HCC

Fraud Warnings and Privacy Notice

Fraud Warnings

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

APPLICABLE IN ALABAMA

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines or confinement in prison, or any combination thereof.

APPLICABLE IN ARKANSAS, LOUISIANA AND WEST VIRGINIA

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

APPLICABLE IN CALIFORNIA

For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

APPLICABLE IN COLORADO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement of award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

APPLICABLE IN THE DISTRICT OF COLUMBIA

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

APPLICABLE IN FLORIDA

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

APPLICABLE IN HAWAII

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

APPLICABLE IN KANSAS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

APPLICABLE IN KENTUCKY

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

APPLICABLE IN MAINE

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.



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APPLICABLE IN MARYLAND

Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

APPLICABLE IN MINNESOTA

Any person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

APPLICABLE IN NEW JERSEY

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

APPLICABLE IN OHIO

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deception statement is guilty of insurance fraud.

APPLICABLE IN OKLAHOMA

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

APPLICABLE IN OREGON

Material misstatements, misrepresentations, omissions or concealments by an insured that are fraudulent or material to the insurance contract, the risk assumed, or the interests of an insurer and are relied upon by an insurer may result in policy rescission, cancellation, or denial of claim.

APPLICABLE IN TENNESSEE, VIRGINIA AND WASHINGTON

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines or denial of insurance benefits.

APPLICABLE IN VERMONT

Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

NOTICE TO NEW YORK APPLICANTS:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

FACTS

WHAT DOES TOKIO MARINE HCC DO WITH YOUR PERSONAL INFORMATION?

Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information may include: ■ Account and transaction information; ■ Contact and demographic information; ■ Financial information; ■ Claims information; and ■ Credit history.
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Tokio Marine HCC chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Tokio Marine HCC share?	Can you limit this sharing?
For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes— to offer our products and services to you	Yes	No
For joint marketing with other financial companies	Yes	No
For our affiliates' everyday business purposes— information about your transactions and experiences	Yes	No
For our affiliates' everyday business purposes— information about your creditworthiness	Yes	Yes
For our affiliates to market to you	Yes	Yes
For nonaffiliates to market to you	No	N/A

To limit our sharing	■ Call (888) 688-0775 — our menu will prompt you through your choice(s). ■ Email us online: privacypolicy@tmhcc.com. Please note: When you are <i>no longer</i> our customer, we continue to share your information as described in this notice. However, you can contact us at any time to limit our sharing.
Questions?	Call (888) 688-0775 or send us an email at privacypolicy@tmhcc.com .

Who we are

Who is providing this notice?

Tokio Marine HCC is the trading name of HCC Insurance Holdings, Inc.

What we do

How does Tokio Marine HCC protect my personal information?

To protect your personal information from unauthorized access and use, we maintain reasonable administrative, technical and physical safeguards designed to protect your personal information against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

How does Tokio Marine HCC collect my personal information?

We collect your personal information, for example, when you:

- Sign up for and use our services, including when you choose to provide us with your information online or offline;
- Interact with our website and mobile applications;
- Obtain an insurance product from us through a broker, where we may collect personal information from your broker in order to prepare your quote and/or your insurance policy; and/or
- Submit an insurance claim, so we can properly handle your claim.

We may also collect your personal information from others, such as credit bureaus, affiliates, or other companies.

Why can't I limit all sharing?

Federal law gives you the right to limit only:

- sharing for affiliates' everyday business purposes—information about your creditworthiness;
- affiliates from using your information to market to you; and
- sharing for nonaffiliates to market to you.

State laws and individual companies may give you additional rights to limit sharing.

What happens when I limit sharing for an account I hold jointly with someone else?

Your choices will apply to everyone on your account.

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

- *Our affiliates include our family of companies, available at <https://www.tokiomarinehd.com/en/company/about/group.html>.*

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

Joint marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- *Our joint marketing partners include categories of companies such as insurance companies.*

Other important information

For more information, please review our privacy policy, located at <https://www.tmhcc.com/en-us/legal/privacy-policy>.