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## **SBA BOND SUBMISSION CHECKLIST**

Your Submission Kit Consists of the Following:

SBA Form  
994  
912 – Each Owner

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Contractor Questionnaire & Reference Summary

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Company Financial Statement  
Last 3 years

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Personal Financial Statements

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Schedule of Uncompleted Work

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General Indemnity Agreement Information Request

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Agent of Record Letter

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Bank Reference Letter or Last 3 Current Bank Statements

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Business Plan

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Resumes of Owners & Key Personnel

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Instructions and/or samples are available to download on our website. Please complete all sections and return to our office.

If you have any question, please feel free to call our office, we will be glad to assist you.

Once your submission kit has been received, a representative from our office will contact you.