

RGI Bonding — Clean File Checklist

Use this checklist to ensure every submission is underwriting-ready before it goes to the Managing Principal.

Client / Company: _____ **Bond Type:** Bid Performance/Payment Supply Maintenance Other: _____

Obligee / Project: _____ **Bond Amount:** _____ **Deadline:** _____

A) REQUIRED FOR ALL SUBMISSIONS

<input type="checkbox"/>	Action Item
<input type="checkbox"/>	Completed bond application (signed & dated)
<input type="checkbox"/>	Business legal name, DBA (if any), EIN, entity type, years in business
<input type="checkbox"/>	Ownership list (names + % ownership)
<input type="checkbox"/>	Valid contact info (phone/email) for decision maker
<input type="checkbox"/>	CRM updated: stage, notes, and next follow-up date entered

B) SUPPORTING DOCUMENTS (Check what applies)

Underwriting requirements vary by bond type, size, and contractor profile. Use the triggers below to build a clean file.

<input type="checkbox"/>	Document	Notes / Trigger
<input type="checkbox"/>	Financial statements	Most recent fiscal year + interim (CPA preferred when available)
<input type="checkbox"/>	Bank statements	Last 3–6 months (business; personal if required)
<input type="checkbox"/>	Work-In-Progress (WIP) schedule	Required for Performance/Payment and larger programs
<input type="checkbox"/>	Job history / largest completed projects	3–5 comparable projects with values and dates
<input type="checkbox"/>	Scope of work / contract or bid invitation	(if available))
<input type="checkbox"/>	Current backlog / contracts on hand	List of active contracts and amounts
<input type="checkbox"/>	Personal financial statement (PFS)	For indemnitors when required by program
<input type="checkbox"/>	Credit authorization / soft pull consent	If required by surety / program

<input type="checkbox"/>	Resumes / key management experience	Owner + PM/superintendent experience summary
<input type="checkbox"/>	Insurance certificates (COI)	If required by obligee/program
<input type="checkbox"/>	Corporate docs	Articles/Certificate of Incorporation, operating agreement, licenses (as applicable)
<input type="checkbox"/>	Bond forms	Obligee bond form / special wording / riders

Exception / Notes (Managing Principal approval required):

Prepared by (Agent): _____ **Date:** _____

Reviewed by (Managing Principal): _____