

Payment & Performance Bond Request Form

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Please include the following items with your bid bond request:

- ✓ Copy of Contract to include Bond Forms
- ✓ Job Cost Breakdown
- ✓ Bid Results (if applicable)
- ✓ Current work on hand, financial statement, certificate of insurance

Principal: _____

Obligee: _____

Obligee Address: _____

Project Information

Contract Amount: _____ Contract Date: _____

Bond Amount if Different than Contract Amount: _____

Time to Complete: _____ Liquidated Damages: _____

Complete Job Description: _____

Project Location (Complete Address): _____

Maintenance Period: _____ Separate Maintenance Bond Required? _____

Number of employees hired because of this project: _____

Percentage Subbed: _____

- Have you worked with your subcontractors before? Yes No
- If not, please provide names, contact information, trades being subbed and amount of subcontract.
- Subcontractor references checked? Yes No
- Are your subcontractors bondable? Yes No

Was the project bid or negotiated? Bid Negotiated **If bid, please provide the bid results**

Does the Contract require you to use special bond forms? Yes No If yes, please provide.

Does the Contract require more than one copy of the bond? Yes No How Many? _____

Does the Contract have any special requirements pertaining to the surety company (e.g., AM Best Rating or T-Listing)? _____

Mode of Delivery: Mail Pick Up FedEx UPS Other: _____

Account # for Express Mail Service: _____

I have carefully reviewed my bond requirements and all of the above listed information is correct.

X _____
Principal Signature & Title

Date: _____