

## SUBDIVISION BOND

Inorder to consider your bond request, we will need the following items, if possible:

- 1) SPECIFIC SUBDIVISION/MAINTENANCE BOND REQUEST FORM (FORM FAXED) .
- 2) CONTRACTOR QUESTIONNAIRE (FORM FAXED)
- 3) INDEMNITY AGREEMENT INFORMATION (FORM FAXED)
- 4) BANK LETTER (FORM & INFORMATION SHEET FAXED)
- 5) PERSONAL FINANCIAL STATEMENT (FORM FAXED): On the owners of the company.
- 6) Bond Form, if available.
- 7) Engineer's Estimate of improvements.
- 8) Copies of all correspondence (regarding this bond) received from the obligee (who is asking for the bond)
- 9) Current Business Financial Statement

**SPECIFIC SUBDIVISION / MAINTENANCE BOND REQUEST FORM**

1. Please prepare the following (check one) : Subdivision Bond \_\_\_\_\_  
Maintenance Bond \_\_\_\_\_

2. Principal's Name (exact name & address of entity to be bonded):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Municipality Name (exact name & address of the Village, City, County, etc. requiring the Bond:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Bond Amount: \$ \_\_\_\_\_

5. Cost of Improvements \$ \_\_\_\_\_

5a. Legal description of improvements \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Legal name of Subdivision \_\_\_\_\_

7. Estimated completion date of improvements: \_\_\_\_\_

7a. Duration of Maintenance Bond Period \_\_\_\_\_

8. Municipality preferred bond form enclosed (please verify bond form with Municipality):

\_\_\_\_\_ Yes  
\_\_\_\_\_ No, please use surety standard bond form

9. List or attach cost breakdown of improvements and who will perform this work

\_\_\_\_\_

10. How are the Subdivision improvements being financed?  
 Line of Credit with Bank \_\_\_\_\_  
 Personal Cash \_\_\_\_\_  
 Other (explain) \_\_\_\_\_
11. Complete the attached Indemnity Agreement Information form.
12. Provide a CPA prepared Financial Statement on the Principal (entity to be bonded)
13. Provide Personal Financial Statements on ALL OWNERS AND SPOUSES. Credit reports will be pulled on ALL OWNERS AND SPOUSES.
14. Currently Use for Improvement Guarantees:  
 \_\_\_\_\_ - Bonds  
 \_\_\_\_\_ - Letter of Credit For Improvement  
 a. If Bonds, Name of Bonding Company \_\_\_\_\_  
 b. If Letters of Credit: Name of Bank and Amounts Outstanding  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Complete the attached Contractors Questionnaire
16. Have the attached Bank Verification Form completed
17. Other helpful information  
 a. Resumes on management  
 b. Brochures of Builders  
 c. Average Numbers of Homes Built / Year \_\_\_\_\_  
 d. Area Of Operation: \_\_\_\_\_  
 e. Any Affiliates: \_\_\_\_\_  
 f. References: (Names and Phone #) \_\_\_\_\_

**PERSONAL INDEMNITY IS REQUIRED TO INCLUDE ALL OWNER AND SPOUSES OF ENTITY TO BE BONDED.**