

Completed Sample Final Bond Request Form

When ordering Performance/Payment bonds please provide ALL of the requested information. Please submit your request as early as possible so that there is enough time to address any questions or additional requirements the underwriter may have for an approval. **BE SURE TO SEND/FAX COPY OF AWARD LETTER, CONTRACT, (IF AVAILABLE), WARRANTY REQUIREMENT and BID RESULTS IF NOT ALREADY PROVIDED TO US. AWARD LETTER OR CONTRACT MUST SPECIFY CONTRACT AMOUNT.** Thank You.

Principal _____ Your company name and address _____
(You, the Contractor)

Obligee (Name & Address) _____ Housing Authority of New York, 123 Any Street, Any Town, NY, _____
(The person or entity requiring the bond)

Owner (if different from Obligee) _____

Project Title _____
(Exactly as shown on Contract Docs.)

Project Description _____ Renovation and painting of 45 apartments at 123 Any Street, Any Town, NY _____
(Scope of Work)

Contract/Solicitation No. _____ **Awarded from Bid** **Contract Negotiated** _____ **Other** _____

Contract Amount \$ 359,500 **Subcontract: Yes** **No** _____

Bonds: Performance %100 **Amount** \$ 359,500 **Payment %** 100 **Amount** \$ 359,500

Bond Form: Special (Obligee or Govt.) _____ (Please Attach) **Standard (AIA or Surety Co.)**

Liquidated Damages or Penalties \$ 150 _____ **per c/day** _____ **w/day** **other** _____

Completion Time: 60 _____ **c/days** _____ **w/days** **Estimated Profit** \$ 47,850 _____

Estimated Start Date: December 1, 20XX _____ **Estimated Completion Date:** April 30, 20XX _____

Warranty Period _____ **Asbestos removal: Yes** _____ **No**

Percent Subcontractors 33 _____ % **Percent (%) of Sub breakdown** Carpentry – all _____

Current Work in Progress \$ 459,250 _____ **# of Jobs** 2 _____