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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 X Contract Negotiated Other

Contract Amount \$ 359,500 Subcontract: Yes X 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.) X

Liquidated Damages or Penalties \$ 150 per c/day w/day X 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 X

Percent Subcontractors 33 % Percent (%) of Sub breakdown Carpentry - all

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