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County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
Site/Road Plan Review Division



PRINCE GEORGE'S COUNTY, MARYLAND
BOND FORM INSTRUCTIONS
GENERAL INSTRUCTIONS

1. **Do not use white out** when making corrections to the bond form. Instead, "XXXXXX" out and have appropriate person initial the corrections.
2. All bond forms must be originals and submitted in triplicate.
3. Upon completion of the bond form, bonds should be returned to the department issuing the permit and not the Office of Law.
4. Inquiries regarding whether a bond has been approved or rejected should be directed to the agency it was submitted to, not the Office of Law.

FILLING OUT THE BOND FORM

*****PLEASE read the following instructions carefully as YOU the permittee are ultimately responsible for your bond being accepted as legally sufficient.**

1. Date in upper right hand corner of bond should be filled in. This is your bond date.
2. Application/permit number should be listed.
3. Name of subdivision or street address must be filled in for the Department of Permitting, Inspections and Enforcement (DPIE) bonds.
4. In the blank that follows "Permittee," permittee's name and address must be filled in. Remember to also indicate permittee's type of entity (e.g. owner, partnership/corporation).
 - a) If the permittee is an individual trading as a corporation, please indicate using the following form: John Doe t/a Mechanical Inc.

- b) If the permittee is a corporation or L.L.C. with a non-Maryland address on the bond form, provide a copy of the corporation's Certificate of Authority to do business in Maryland. A copy of this certificate can be obtained from the State Department of Assessments and Taxation (SDAT) located at 301 West Preston Street, Baltimore, Maryland 21201. (Phone (410) 225-1340.) The certificate cannot be more than six (6) months older than the bond date.
5. Dollar amount of bond must be written out and numerically listed. These two figures must agree.
 6. Type of security must be checked off and filled out.
 7. The permittee name must be the same as the name on the application and/or on the permittee signature line.
 8. **All signatures must be originals.**
 9. In the space provided, indicate permittee; also, affix signature and print the name of the signatory, their title, and the date signed (this date must be the same as or after the bond date).
 - (a) If permittee is a corporation, then President or Vice-President must sign.
 - (b) If permittee is a partnership, then the general or managing partner must sign.
 - (c) If the general/managing partner is a corporation, please indicate this fact and have the President or Vice-President sign on behalf of the corporation. In this case, the title would read, for example, "President of the General Partner X Corporation."
 - (d) If permittee is the owner, then the owner himself signs the bond; his title is "owner."
 - (e) **If permittee is a limited liability company ("L.L.C."),** then provide documentation to indicate that the signatory has the ability to bind the limited liability Company, such as the articles of organization and the operating agreement and any amendments, if any. Also, provide an original statement signed by all of the members of the L.L.C. stating that "the articles of organization and the operating agreement were entered into on blank date. That there have been no amendments, if true.

If not, then state all of the amendments and the dates the amendments were passed, and that the articles of organization and the operating agreement remain in full force and effect." This statement must be dated the bond date or after. A date prior to the bond date is not acceptable.

10. The witness shall sign as to the permittee's signature. This witness cannot be the same person who signs the acknowledgement.
11. Acknowledgement must be completed by a Notary Public indicating:
 - (a) State and County where notary is commissioned;
 - (b) Day, month, and year (this date must be same or later date than permittee's signature);
 - (c) Permittee's name and title; and
 - (d) Notary's signature, seals, and dates of commission's expiration.
12. Submit bond for the appropriate Department Director's signature at that department.

LETTER OF CREDIT

- I. Fill in Letter of Credit number.
- II. Fill in name of financial institution.
- III. Letter of Credit date must be prior to or the same as the bond date.
- IV. At least one original and two copies of the letter of credit must be submitted.

(Letter of Credit must be issued by a financial institution approved by the Prince George's County Office of Law and Office of Finance. Financial institutions will prepare Letters of Credit on bank letterhead in accordance with format and requirements previously approved by the Prince George's County Office of Law. All approved financial institutions possess copies of the appropriate format.)

SURETY

- I. Indicate surety bond number.
- II. Indicate surety (insurance) company in the space provided in the last paragraph of the bond form.
- III. Authorized attorney-in-fact must sign in space provided on the bond form and print his/her name underneath the signature. (The authorized attorney-in-fact is any of the named persons on the Power of Attorney certificate provided by your bonding company.)
- IV. Witness must sign as to attorney-in-fact's signature.
- V. Agency's name, address and certification/license number of agent must also be furnished.
- VI. If required by Maryland law, the Maryland resident agent must sign in the space provided for counter-signature.
- VII. Surety (insurance) company must furnish at least one (1) original power of attorney certificate for each bond (i.e., performance and labor and materialman's bond) and two (2) copies.
- VIII. Power of Attorney certificate must be dated the same as the bond date.
- IX. Surety number must be included on the Power of Attorney certificate.
- X. Surety (insurance) company must include a copy of surety's certificate of authority to do business in Maryland with each bond document. This certificate must be current and is good for one (1) year.

CASH

- I. Prepare the same as other bonds using general instruction numbers 1-4 and filling out the bond form numbers 1-12. Check or money order is to be made out to Prince George's County, Maryland, for the amount of the bond.

ASSIGNMENT OF ACCOUNT/FUNDS

- I. Fill in Assignment of Account/Funds number.
- II. Fill in name of financial institution.
- III. Assignment of Account/Funds form must be dated the same date as or prior to the bond date.
- IV. At least **one original** & **two copies** Assignment of Account/Funds forms must be submitted.

INSTRUCTION FOR COMPLETION OF ASSIGNMENT OF ACCOUNT/FUNDS

1. Fill in appropriate date.
2. Fill in permit number.
3. Fill in appropriate account number.
4. Fill in appropriate bond amount.
5. President or Vice-President of financial institution must sign form and indicate title.
6. Fill in bank name and address.
7. Permittee must sign form and indicate title.
8. Witness(es) must sign as to both signatures. The witness(es) cannot be the same person(s) who signs the acknowledgement.
9. Acknowledgement date must be same as assignment of account date.
10. Acknowledgement as to each individual's signature must be completed by notary public.
11. The contractor on this form means the permittee.

ASSIGNMENT OF ACCOUNT/FUNDS FORMS
ARE AVAILABLE AT THE PERMITTING AND LICENSING CENTER UPON REQUEST.