

## INSTRUCTIONS FOR COMPLETING THE CONTRACTOR LICENSE / REGISTRATION BOND

**NOTICE TO CONTRACTOR:** Please give these instructions to your bonding company and or agent to ensure that all the information is correctly provided on the bond.

**NOTICE TO BONDING COMPANY AND AGENT:** Please follow the instructions below when completing this 'Contractor License / Registration Bond' form. We have provided a 'Sample' bond form for your convenience. Please refer to the 'Sample' for any questions you may have with regard to completing the bond form. Please also note the following:

- Form:** Please use the bond form provided by the City of Columbus if this is a new License / Registration or if the bond is being submitted for the first time. In the case of a renewal for an existing License(s) / Registration(s) and corresponding bond, we will accept a Continuation Certificate.
- Bond Number and Effective Date:** Please enter the Bond Number and the Effective Date of the bond on the lines provided.
- Amount of Bond:** All 'Contractor License / Registration Bonds' are set at \$25,000.00. Please do not change this amount.
- Individual Licensee / Registrant:** Please insert the name of the Individual who holds the License or Certificate as it appears on the License / Registration application.
- Company Name:** If the contractor is doing business as a company or assigning its License / Registration to a business, then please insert the exact name of the business as it appears on the Contractor Renewal Form or OCILB License. If the contractor is conducting business as an individual, meaning, that a business or corporate name is not being used, then this line can be left blank. (Since contractors can do business under a variety of names, many will use more than one name. This bond must contain the exact full business name which the contractor will use when doing business with the City of Columbus. If the contractor is assigning its License / Registration to a business, then it must insert the exact full business name on this bond.)
- Name of Bonding Company:** Please insert the complete name of the bonding company. Also, please note that the name of this Surety must also appear on the Power of Attorney which is to be attached.
- EXPIRATION DATE:** Since the City of Columbus handles a large number of License / Registrations, it has adopted a schedule for when the License / Registration will expire annually. The annual expiration date is based on the first letter of the last name of the Individual who is designated as the individual responsible for the License / Registration. Please note that, in accordance with the City Building Code, a new License / Registration will be issued for a minimum period of seven (7) months. Any new License / Registration submitted within the seven (7) month period prior to the applicable date set forth below will expire one (1) year from the relevant date listed below. Please use the following schedule to determine the appropriate expiration date for your License / Registration:

Last Name Begins With	License / Registration to Expire
A through F	December 31
G through L	March 31
M through R	June 30
S through Z	September 30

- Date and Signing of Bond:** Please enter the date in which the bond is being executed. It is important that this date be on or after the effective date in which the Power of Attorney is dated. If the Power of Attorney is dated after the date in which the bond is executed, then the bond will be considered invalid. Please print or type the name of the Individual who holds the License or Certificate, as indicated in No. 4 above. The Individual also needs to provide an original signature. Please print or type the name of the Surety, as indicated in No. 6 above. The bond must be signed by the Attorney-in-Fact. An electronic or facsimile signature of the Attorney-in-Fact will be accepted if the appropriate box at the bottom of the form is checked. Lastly, please provide the telephone number of the Attorney-in-Fact who can be contacted with any questions.
- Surety Seal:** If the Surety has checked the box indicating that an electronic or facsimile seal is authorized, then we will accept an electronic or facsimile seal. If the box is not checked, then we require an original imprinted seal or affixed sticker for a seal. If the seal is not provided as required, then we will consider the bond to be invalid and will return it to the Licensee / Registrant.

When the bond form has been properly completed, please return it to the Licensee / Registrant. Do not return the bond form to our office. The Licensee / Registrant must complete additional paperwork and attach a Check in payment of the License / Registration fee. We require all of the paperwork to be submitted as a single submission.

**QUESTIONS:** If you have any questions regarding these instructions, then please call (614) 645-6083. This is a voice recorded mailbox. You may leave your name, telephone number, and a brief description of your question, and one of our Customer Service Representatives will return your call.

# CONTRACTOR LICENSE / REGISTRATION BOND FORM 1

Bond #: \_\_\_\_\_ 2 \_\_\_\_\_ Effective Date: \_\_\_\_\_ 2 \_\_\_\_\_

Amount: \$25,000.00 3

**KNOW ALL MEN BY THESE PRESENTS:**

That (Insert Name of Individual Licensee / Registrant) \_\_\_\_\_ 4 \_\_\_\_\_

of (Insert Company Name) \_\_\_\_\_ 5 \_\_\_\_\_

as Principal, and (Insert Name of Bonding Company) \_\_\_\_\_ 6 \_\_\_\_\_

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of **Twenty Five Thousand and no/100 Dollars (\$25,000.00)** to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above Principal has or is about to apply to said Obligee for a License / Registration as a Contractor effective upon approval and expiring in accordance with the last name of the individual applicant as set out in the expiration schedule listed in the instructions for this form, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

WHEREAS, the expiration date of this bond shall coincide with the expiration date of said License/Registration. 7

WHEREAS, the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such License / Registration, pursuant to Columbus City Code Chapter 33 or 41, as applicable.

NOW THEREFORE, if the License / Registration shall be issued to the Principal and the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property of the City of Columbus and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the Surety reserves the right to cancel this bond by giving thirty (30) days written notice to the Obligee c/o Director for the Department of Building and Zoning Services, 757 Carolyn Avenue, Columbus, Ohio 43224 and, upon receipt of such cancellation notice, the Surety is relieved of any further liability. The Surety will be liable for loss accruing up to the effective date of said cancellation; but, in no event will the liability to the Surety exceed \$25,000.00

Signed this 8 day of 8, in the year 8.

LICENSEE / REGISTRANT: \_\_\_\_\_ 8 \_\_\_\_\_ By: \_\_\_\_\_ 8 \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)

SURETY: \_\_\_\_\_ 8 \_\_\_\_\_ By: \_\_\_\_\_ 8 \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)  
Attorney-in-Fact

Telephone No. of Attorney-in-Fact for Surety \_\_\_\_\_ 8 \_\_\_\_\_

If the box below is marked, then an electronic / facsimile signature will be accepted:

Place Surety Seal Here

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€ Pursuant to a Resolution adopted by the Surety or in accordance with it's Bylaws, the above referenced Surety allows signatures, appointed by the attached Power of Attorney, and Company Seal to be printed electronically or by facsimile and such bond so executed, sealed and certified with respect to any bond or undertaking to which it is attached shall continue to be valid and binding upon the Surety.

**NOTICE TO AGENT AND SURETY:** Please refer to the Instructions on the other side of this bond form.

# CONTRACTOR LICENSE / REGISTRATION BOND FORM

Bond #: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Amount: **\$25,000.00**

**KNOW ALL MEN BY THESE PRESENTS:**

That **(Insert Name of Individual Licensee / Registrant)** \_\_\_\_\_

of **(Insert Company Name)** \_\_\_\_\_

as Principal, and **(Insert Name of Bonding Company)** \_\_\_\_\_

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of **Twenty Five Thousand and no/100 Dollars (\$25,000.00)** to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above Principal has or is about to apply to said Obligee for a License / Registration as a Contractor effective upon approval and expiring in accordance with the last name of the individual applicant as set out in the expiration schedule listed in the instructions for this form, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

WHEREAS, the expiration date of this bond shall coincide with the expiration date of said License/Registration.

WHEREAS, the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such License / Registration, pursuant to Columbus City Code Chapter 33 or 41, as applicable.

NOW THEREFORE, if the License / Registration shall be issued to the Principal and the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property of the City of Columbus and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the Surety reserves the right to cancel this bond by giving thirty (30) days written notice to the Obligee c/o Director for the Department of Building and Zoning Services, 757 Carolyn Avenue, Columbus, Ohio 43224 and, upon receipt of such cancellation notice, the Surety is relieved of any further liability. The Surety will be liable for loss accruing up to the effective date of said cancellation; but, in no event will the liability to the Surety exceed \$25,000.00

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

**LICENSEE / REGISTRANT:** \_\_\_\_\_ By: \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)

**SURETY:** \_\_\_\_\_ By: \_\_\_\_\_  
(PRINT OR TYPE NAME) (SIGNATURE)  
Attorney-in-Fact

Telephone No. of Attorney-in-Fact for Surety \_\_\_\_\_

If the box below is marked, then an electronic / facsimile signature will be accepted:

Place Surety Seal Here  Pursuant to a Resolution adopted by the Surety or in accordance with it's Bylaws, the above referenced Surety allows signatures, appointed by the attached Power of Attorney, and Company Seal to be printed electronically or by facsimile and such bond so executed, sealed and certified with respect to any bond or undertaking to which it is attached shall continue to be valid and binding upon the Surety.

**NOTICE TO AGENT AND SURETY:** Please refer to the Instructions on the other side of this bond form.