

CITY OF LANCASTER
BUILDING DEPARTMENT
121 EAST CHESTNUT STREET, Suite 102
LANCASTER, OH 43130-3825
OFFICE (740) 687-6649 FAX (740) 681-5030
Web site: www.ci.lancaster.oh.us/dept/bnilding



Contractor Registration Bond Information

Contractor: Give this sheet to your bond company to ensure all information is correct on the bond.

Bonding Agency: Please follow the instructions below when completing the Registration Bond Form.

1. Form - Please use the bond form provided by the City of Lancaster
2. Bond Number and Date- Enter the bond number and date on the form on the lines on the top left.
3. Amount of Bond-All Contractor Registration bonds are \$15,000 . Do Not Change This Amount.
4. Name of Registrant- Complete this space with the name of the person submitting this form.
5. Name of Company -If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. The bond *must* contain the exact and full individual name or the exact full business name the contractor will use in doing business with the City of Lancaster. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.
6. Name of Bond Company- The bond company name must appear here.
7. Registration Type-Complete this section with the type of trade(s) in which the contractor is registered to engage. In the event a registrant performs more than one trade, all trades may be covered under a single bond however a registration fee will apply for each trade or category checked in the "Application for Contractor Registration" form.
8. Expiration Date- New registrants one year from date that appears on bond. Renewal registrants one year from the date that is established on your current bond or the date that appears on your new submitted bond.
9. Dating and Signing of Bond- This section needs to be completed by both the registrant and the bonding company. Signatures must be originals. Do not use rubber stamps.
10. Bond Seal- The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the registrant without review.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We do not accept postmarks or delivery service dates as received dates.

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Contractor Registration Bond Form

Bond# _____

Date _____

Amount \$15,000

Know All Men By These Presents:

That(Registrant)_____

Of (Company) _____

As Principal ana (Bond Company) _____

As Surety, are held firmly bound unto the City of Lancaster, c/o City Treasurer for the General Fund, City Hall, 104 East Main Street, Lancaster, Ohio 43130, as Obligee, in the sum of Fifteen Thousand and no/00th Dollars (\$15,000) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The condition of the above obligation is such that:

Whereas, the above principal has or is about to apply to said Obligee for a registration as a _____ Contractor for the term commencing this date and ending (MO/DAY/YR)_____, pursuant to Ordinance 72-04 of the City of Lancaster, Ohio.

Whereas, Principal, his agents and employees shall save the City 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 applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such registration, pursuant to Lancaster City Ordinance 72-04.

Now Therefore, if the registration shall be issued to Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

It Is Further Agreed and Understood that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Obligee c/o Administrator for the Building Department, 121 East Chestnut Street, Suite 102, Lancaster, Ohio 43130, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability, Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this _____ day of _____, in the year _____

Registration Holder _____ By _____
(Print or Type Name) (signature)

Surety _____ By _____
(Print or Type) (Attorney-in-fact)

Place Seal Here