

INSTRUCTIONS FOR FILLING OUT A
TOWN OF EAST HARTFORD BOND
(for *Driveway, Curb and Walk Layer's* or *Drain Layer's* Bond)

Know ALL MEN BY THESE PRESENT, that _____ (1) _____,
(NAME OF CONTRACTOR)
a _____ (2) _____, (type of organization, e.g. Corp., partnership, sole proprietor, LLC,) ACTING HEREIN BY _____ (3) _____, ITS _____ (4) _____ as principal,
(PRINTED NAME) (TITLE)
and _____ (5) _____ ACTING HEREIN BY _____ (6) _____,
(BONDING COMPANY) (PRINTED NAME)
its attorney in fact pursuant to the attached Power of Attorney, as surety, are held and firmly bound unto the TOWN OF EAST HARTFORD (The "TOWN"), in the sum of Ten Thousand Dollars (\$10,000.00), lawful money of the United States of America, to be paid to the Town, its successors and assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the above bonded principal has been duly licensed by the Town as a drainlayer for a term beginning on the _____ (7a) _____ day of _____ (7b) _____, 20(7c) and ending on _____ (8a) _____ day of _____ (8b) _____, 20(8c) _____

NOW, THEREFORE, IF THE SAID _____ (9) _____ shall well and truly keep and perform, during said term all the terms and conditions of the ordinances of the Town, regulating the laying of private drains, and rules specified by the Director of Public Works relating to driveway apron, and shall indemnify and save harmless the Town and its servants and employees from all suits and actions of every name and description brought against the Town, or any officers of said Town, for or on account of any injuries or damages received or sustained by any person in consequence of or resulting from any work performed by said principal _____ (10) _____ servants or agents, shall faithfully perform said work in all respects and shall also guarantee his work for a period of XXX year after completion of the latest work performed under a permit obtained pursuant to this Bond, against any failure caused by defective materials, or defective workmanship and will make good such defects, if so ordered, to the satisfaction of the Director of Public Works, and shall comply in all respects with the rules and regulations established by the said Director,

relative to such work, and with the terms of the permits that may be issued to him, and shall also pay all fines imposed upon him for violation of any such rule, or regulations, then this obligation shall be of no effect, otherwise, it shall remain in full force and virtue.

DATED AT _____ (11) _____, this (12a) day of (12b) _____, 20(12c)

SIGNED, SEALED AND WITNESSED IN THE PRESENCE OF:

WITNESS OF PRINCIPAL:

(15a)
(Signature)

(15b)
(Printed Name)

PRINCIPAL:

BY _____ (13a) _____ (SEAL)
(Signature)

(13b)
(Printed Name)

ITS _____ (13c) _____
(Title)

WITNESS OF SURETY:

(16a)
(Signature)

(16b)
(Printed Name)

SURETY:

BY _____ (14a) _____ (SEAL)
(Signature)

(14b)
(Printed Name)

ITS _____ (14c) _____
(Title)

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TYPE OR WRITE IN:

- (1) the **full legal name of the contractor**.
- (2) the contractor's **form of organization**. (ex., Corporation, Limited Liability Company, Partnership, Sole Proprietor)
- (3) the **name of the person** who is authorized by the contractor to sign as principal on page 2.
- (4) the **correct title** of the person named in (3). (ex., Corporations [President, Vice President, Secretary, Treasurer], LLC [Member or Managing Member], Partnership [Partner, General Partner].
- (5) the **name of the bonding (insurance) company**. (The full name of the underwriting company must appear; not the name of the agent, agency or broker.)
- (6) the **name of the authorized Agent** at the bonding company who will be signing the Bond on page 2 under "**SURETY**". See (14a,b,c).
- (7a,b,c) the **beginning date** of the Bond's term of coverage.
- (8a,b,c) the **ending date** of the Bond's term of coverage.
- (9) the **full legal name of the contractor** - same as (1).
- (10) the **full legal name of the contractor** - same as (1).
- (11) the **city and state** where the Bond was produced.
- (12a,b,c) the **day**, **month** and **year** the Bond was produced.

THEN:

- (13a,b,c) The Principal - same as (3) - must fill in **Signature, Printed Name**, and **Title** - same as (4), and affix the corporate **SEAL**, if a corporation.
- (14a,b,c) The authorized Agent – same as (6) – must fill in **Signature, Printed Name**, and **Title**, ("Attorney In Fact"), and affix the company **SEAL**.
- (15a,b) The person witnessing the Principal's signature – see (13a) – must **sign** and **print** his/her **name**.
- (16a,b) The person witnessing the Agent's signature – see (14a) – must **sign** and **print** his/her **name**.

ALSO:

- The Bond must be filled out completely, including signatures. Do not leave any spaces blank.
- A **Power of Attorney** form must be attached to the Bond. The dates on the POA must be consistent with the dates on 12a, 12b and 12c of the Bond.
- The person named on the **Power of Attorney** must be the same as (6) & (14).