Notice to Surety and Bond Principal Instructions

You will need the Surety & Bond Principal Information:

1) Input the Surety Information;
2) Input the Bond Principal Information;
3) Input the Claimant Information (The person making the Claim).

Questions regarding the Project/Job Site:

1) Describe the labor or material that Claimant provided;
2) Describe the work that Claimant provided;
3) List the person that the Claimant provided the work for;
4) List the parties name, address and relationship to the Claimant;
5) Describe the site and the site address where Claimant worked;
6) Input the amount of money owed to the Claimant;
7) List the name and address of the owner of the Project;
8) List the name and address of the Contractor;
9) List the name and address of any Construction lender.

Date & Sign:

1) Input the date;
2) Print and sign Claimant's name and title.

Proof of Notice Declaration:

1) Prepare the attached Proof of Notice Declaration;
2) Choose how you will serve the document on all of the parties;
3) Don't forget to sign the Proof of Notice Declaration and keep a copy for your records.