

CITY OF LOS ANGELES

EXECUTION INSTRUCTIONS FOR BOND SUBMITTALS

(Share this information with your agent or broker)

NOTE: All signatures (principal and surety) are required to be notarized on separate acknowledgment forms.

Incomplete or incorrect execution will result in delay of processing your documents. For quick reference, the City of Los Angeles has outlined the following instructions on what we are looking for when reviewing your documents. According to the type of entity of the business, please see what signature(s) and paperwork will be required to process your bond.

1. INDIVIDUALS

Example: Name of Individual dba (Name of Company)

John Doe dba John Doe Construction

Signature(s) are required to be notarized on separate acknowledgment forms.

2. LLC (Limited Liability Company) - Please provide a copy of the LLC's operating agreement showing that the person(s) listed on the bond are authorized to sign on behalf of the company. All persons listed and signing bond must have signatures acknowledged by a Notary Public on separate acknowledgment forms. A Statement of Information (SOI) from the State of California with active status is also an acceptable form of documentation. *Service of Process Agent is not acceptable as signatory.*

3. TRUST AGREEMENTS - Please provide a copy of the trust document showing that the person(s) listed on the bond are authorized to sign on behalf of the trust. All persons listed and signing bond must have signatures acknowledged by a Notary Public on separate acknowledgment forms.

If the property is under a Trust. Principal must be the name of the Trust.

Example: The Doe Family Trust.

4. PARTNERSHIPS/LIMITED PARTNERSHIPS - At least one general partner must sign the bond. Please provide a copy of one of the following: partnership agreement, signing resolution. All persons listed and signing bond must have signatures acknowledged by a Notary Public on separate acknowledgment forms. A Statement of Information (SOI) from the State of California with active status is also an acceptable form of documentation. *Service of Process Agent is not acceptable as signatory.*

5. JOINT VENTURES - All persons in the Joint Venture agreement must sign the bond. Please provide a copy of the Joint Venture Agreement. All persons listed and signing bond must have signatures acknowledged by a Notary Public on separate acknowledgment forms.

6. CORPORATIONS – Bonds must have signatures from at least two officers listed on the bond. If one person holds more than one board office title/position, then one signature is acceptable, as long as at least two applicable titles are listed under the individual's name.

Example of acceptable corporate signatures include: Chairman of the Board, President, Vice-President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer, et al.

An authorized agent may also sign for corporation, provided that a certified copy of the Board Resolution for the company is furnished, authorizing such person to execute the document on behalf of the corporation or sign alone. A Statement of Information (SOI) from the State of California with active status is also an acceptable form of documentation. *Service of Process Agent is not acceptable as signatory.*

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