



# RELOCATION CASH BOND

(EFFECTIVE 12/16/2021)

REV.: 11/02/21

Legal Address of property covered by this bond:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description:

Tract: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_, by hereinafter;

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ hereinafter called  
the "Principal", with the City of Los Angeles, a municipal Corporation, hereinafter called  
the "City".

CA NO. \_\_\_\_\_  
PRINCIPAL \_\_\_\_\_

### WITNESSETH

WHEREAS, the above named Principal has applied to the Department of Building and Safety of the City of Los Angeles for the issuance, to said principal, of a permit to relocate a building or structure within the City of Los Angeles upon a location owned or leased by said principal, more specifically described in the application for a Relocation Permit, in accordance with the provisions of Division 83, Article 1, Chapter 9, of the Los Angeles Municipal Code, and the principal is required to furnish a bond in the sum hereinafter mentioned, conditioned as hereinafter set forth; and

WHEREAS, the principal has deposited or will deposit with the City an amount in cash or in \_\_\_\_\_ as hereinafter mentioned, the receipt of which cash or \_\_\_\_\_ is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the principal of any of the provisions of Division 83, Article 1, Chapter IX of the Los Angeles municipal Code, and particularly Section 91.8305 thereof.;

NOW THEREFORE: If the Principal shall well and truly comply with all of the requirements of the Municipal Code Section 91.8305 and with all the applicable provisions of Article 1, Chapter IX of said Code, and

If all of the work required to be done pursuant to the conditions of the Relocation Permit shall be fully performed and completed within the time limit specified in the Relocation Permit; or, if no time limit is specified, within ninety (90) days after the date of the issuance by the Board of Public Works of the House Movers' Permit provided for in Section 62.83.1 of the Los Angeles Municipal Code, then this obligation shall be void; otherwise it shall remain in full force and effect.



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(EFFECTIVE 12/16/2021)

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As security for the performance of his obligations hereinabove mentioned, the Principal does hereby forthwith upon the execution of his agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and hereinafter set forth, the following amount of cash or:

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_).

IT IS FURTHER AGREED, that in the event of any default by the Principal in the performance of any of his obligations required herein, the cash deposit or bonds shall, without any notice to or authority from the undersigned, be used by the City to complete the required work to the satisfaction of the Department of Building and Safety as provided in said municipal Code Section 91.8305.1.

Principal #1 \_\_\_\_\_ Principal #2 \_\_\_\_\_  
(Printed Name and Signature) (Printed Name and Signature)

WITNESS my hand and seal the day and year first above written.

\_\_\_\_\_ (Seal)

*(All signatures must be acknowledged before a Notary Public.)*

**FOR DEPARTMENT USE ONLY**

Permit No. _____	Legal description and ownership compared with the Relocation Permit application and found to be identical.  BY: _____ Plan Checker	Approved as to Form _____ - _____ 20
Date: _____	Trust Fund Receipt No. _____	City Attorney By: _____ Deputy

Refund Demand No.: \_\_\_\_\_

Date: \_\_\_\_\_



## RELOCATION BOND INSTR.

(EFFECTIVE 12/16/2021)

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A relocation bond is required for all buildings to be relocated. The bond forms (Cash bond two copies; surety bond, three copies) shall be obtained from the relocation inspector during the compatibility study.

1. Forms are to be executed per the following instructions:
  - a. The relocation bond must be taken in the name of the owner and signed by the owner. The owner as shown on the application for a relocation permit and the principal shown on the bond must be the same.
  - b. The address and the legal description on the bond and on the relocation permit application must be identical. (Where a metes and bounds description is used, a copy of this description must be attached to each bond copy.)
  - c. The surety company must be named on all surety bonds. The signatures of its attorney-in-fact must be acknowledged by a notary public.
  - d. Bonds submitted by corporations must be signed by two officers and the signatures of the officers acknowledged by a notary public on the appropriate notary acknowledgment form.
  - e. If the applicant is a partnership, the bond must be signed by a least one general partner and the signature acknowledged by a notary public on the appropriate notary acknowledgment form.
  - h. Cash bond signatures of individual owners shall be acknowledged by a notary public.
  - i. Certified or cashier's checks are required for a cash bond.
2. Present the bond and the relocation permit application to LADBS plan check engineer for verification of the amount of the bond required, and Item Nos. (a) and (b) above. Plan check engineer must sign the bond.
3. The Office of the City Administrative Officer (CAO) Risk Management will only be accepting Department of Building and Safety (LADBS) bond requests for review and approval electronically.
4. City staff shall scan all bond documents, including any supporting documentation presented to the "CAO" Risk Management Office via email to: [cao.insurance.bonds@lacity.org](mailto:cao.insurance.bonds@lacity.org)
5. Approved documents with an assigned corresponding CAO approval number will be emailed back to the requestor or permittee (City staff, contractor or resident) for processing with the appropriate LADBS plan checker. Post bond and have relocation permit application stamped at "Cashier's Window".



# RELOCATION CASH BOND

(EFFECTIVE 12/16/2021)

REV.: 11/02/21

Legal Address of property covered by this bond:

Address: \_\_\_\_\_ **1**

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description:

Tract: \_\_\_\_\_ **2**

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

THIS AGREEMENT, made and entered into this \_\_\_\_\_ **3** day of \_\_\_\_\_  
20 \_\_\_\_\_, by hereinafter; **4**

Address: \_\_\_\_\_ **5** City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ **6** Phone: \_\_\_\_\_ **7** hereinafter called  
the "Principal", with the City of Los Angeles, a municipal Corporation, hereinafter called  
the "City".

PRINCIPAL  
CA NO. \_\_\_\_\_

### WITNESSETH

WHEREAS, the above named Principal has applied to the Department of Building and Safety of the City of Los Angeles for the issuance, to said principal, of a permit to relocate a building or structure within the City of Los Angeles upon a location owned or leased by said principal, more specifically described in the application for a Relocation Permit, in accordance with the provisions of Division 83, Article 1, Chapter 9, of the Los Angeles Municipal Code, and the principal is required to furnish a bond in the sum hereinafter mentioned, conditioned as hereinafter set forth; and

WHEREAS, the principal has deposited or will deposit with the City an amount in cash or in \_\_\_\_\_ **8** as hereinafter mentioned, the receipt of which cash or \_\_\_\_\_ is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the principal of any of the provisions of Division 83, Article 1, Chapter IX of the Los Angeles municipal Code, and particularly Section 91.8305 thereof.;

NOW THEREFORE: If the Principal shall well and truly comply with all of the requirements of the Municipal Code Section 91.8305 and with all the applicable provisions of Article 1, Chapter IX of said Code, and

If all of the work required to be done pursuant to the conditions of the Relocation Permit shall be fully performed and completed within the time limit specified in the Relocation Permit; or, if no time limit is specified, within ninety (90) days after the date of the issuance by the Board of Public Works of the House Movers' Permit provided for in Section 62.83.1 of the Los Angeles Municipal Code, then this obligation shall be void; otherwise it shall remain in full force and effect.



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As security for the performance of his obligations hereinabove mentioned, the Principal does hereby forthwith upon the execution of his agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and hereinafter set forth, the following amount of cash or:

\_\_\_\_\_ Dollars  
(\$ **9** \_\_\_\_\_).

IT IS FURTHER AGREED, that in the event of any default by the Principal in the performance of any of his obligations required herein, the cash deposit or bonds shall, without any notice to or authority from the undersigned, be used by the City to complete the required work to the satisfaction of the Department of Building and Safety as provided in said municipal Code Section 91.8305.1.

Principal #1 **10** \_\_\_\_\_ Principal #2 **10** \_\_\_\_\_  
(Printed Name and Signature) (Printed Name and Signature)

WITNESS my hand and seal the day and year first above written.

**11** \_\_\_\_\_ (Seal)

(All signatures must be acknowledged before a Notary Public.)

**FOR DEPARTMENT USE ONLY**

Permit No. <b>12</b> _____	Legal description and ownership compared with the Relocation Permit application and found to be identical.  BY: <b>13</b> _____ Plan Checker	Approved as to Form  _____ - 20
Date: <b>14</b> _____	Trust Fund Receipt No. _____	City Attorney By: _____ Deputy

Refund Demand No.: \_\_\_\_\_

Date: \_\_\_\_\_

## RELOCATION CASH BOND – EXECUTION GUIDE

Incomplete or incorrect bond will result in delay of processing your documents. To expedite processing of your bond, follow below guidelines. It is necessary to have your correct relocation permit application and all information needed to execute the bond.

1. **Legal Address of property covered by this bond** – must match the address on the relocation permit application
2. **Legal Description** – Tract, Block, Lot(s) – must match the relocation permit application
3. **Date** – this is the effective date of the bond.
4. **Principal** – this is the property owner. Bond must be taken in the name of the **property owner(s)**. The property owner(s) on the relocation permit application and the principal shown on the bond must be **identical**.

If the property is owned by two or more individuals, **all owners** must be on the bond. All owners must sign the bond with all signatures notarized on separate notary acknowledgment sheets.

If the property is under a **Trust**. Principal must be the Trustee and the name of the Trust. Example: Joe Doe, Trustee of the Doe Family Trust.

Trustee must sign the bond and a copy of the Trust or Certificate of Trust must be provided. (Social security numbers should be redacted if shown.)

**Limited Liability Company, Partnerships, and Limited Partnerships** – an authorized person must sign the bond. Authority to sign must be verifiable through a copy of the Operating Agreement of the company.

Alternatively, in lieu of an Operating Agreement, **Secretary of State (SOS) Statement of Information** with an **active** status is acceptable. Signatory must be a **Manager or a Member** of the LLC or LP. Service of Process Agent, not acceptable as signatory.

**Joint Ventures** – **all persons** in the Joint Venture agreement must sign the bond. Authority to sign must be verifiable through a copy of the Joint Venture agreement

**Corporations** – must have signatures from at least **two officers**. Officers holding more than one position may sign alone. Example of acceptable corporate signatories 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 corporations, provided that a certified copy of the Board Resolution of the company is furnished, authorizing such person to execute the document on behalf of the corporation or sign alone.

Signatory name(s) and title(s) must be printed on the bond. **All signatures** must be notarized on separate notary acknowledgment sheets.

NOTE: Documents submitted to the City of Los Angeles are public records and will be available for public inspection and copying as required by law.

5. **Address** - this is the address of the Principal
6. **Email address** - this is the email address of the Principal
7. **Phone** – this is the telephone number of the Principal
8. **Mode of Payment** - Certified or Cashier's Check (payable to City of Los Angeles)
9. **Bond Amount** - written in words and \$ amount
10. **Principal Signature** - printed name and title, signature
11. **Notary Seal** – Notarial acknowledgment for Principal's signature

All signatures must be notarized on **separate** notary acknowledgment sheets. Providing just the notary seal or stamp is incomplete and not acceptable. The all-purpose acknowledgment wording, as prescribed in California Civil Code Section 1189(a), is mandatory for all acknowledgment taken in the state, whether the acknowledger is signing as an individual or a representative (partner, corporate officer, attorney-in-fact, trustee, etc.). The [certificate of acknowledgment \(pdf\)](#) must be in the form set forth in California Civil Code Section 1189.

Notarization is the final step in document execution, therefore **notarization date must be the same date as the effective date of the bond or later.**

12. **Permit Number** – Plan Check Engineer will be the one to write the relocation permit number associated with the relocation bond.
13. **Plan Checker Signature** – Plan Check Engineer to sign the bond confirming that the legal description and ownership compared with the relocation permit application are identical.
14. **Date** – Plan Check Engineer to write the date he/or signed the bond