



SURETY REQUEST FORM

CLIENT INFORMATION		
Contractor: _____	Reference Number: _____	No. _____
Address: _____		<input type="checkbox"/> Bid
		<input type="checkbox"/> Final (Performance / Wages & Materials)
Applicant Name: _____	Date of Request: _____	<input type="checkbox"/> Maintenance
		<input type="checkbox"/> Other

PROJECT DETAILS	
Obligee(s): _____	
Address: _____	<input type="checkbox"/> Financing Clause
Project Number: _____	
Description: _____	

Terms of Payment: _____	Holdback: _____ %
Security Period: _____ year(s)	Penalties/Damage: _____

BID BOND AND LETTER OF CONSENT	
<i>Attach sections of the quote indicating bonding requirements</i>	
Bid Date: _____	Approximate Project Amount: \$ _____ Taxes Included: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Validity (e.g. 30,45, 60, 90): _____ days
Contract Start: _____	Contract End: _____ <input type="checkbox"/> More than one year
Bid Bond: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bid: _____ % or \$ _____
Commitment Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	Performance: _____ % or \$ _____ Wages & Materials: _____ % or \$ _____
Maintenance Commitment Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	Maintenance: _____ % or \$ _____ Duration: _____ year(s)
Bonding Forms: <input type="checkbox"/> Quote Provided <input type="checkbox"/> ACC <input type="checkbox"/> CCDC <input type="checkbox"/> Federal <input type="checkbox"/> BNQ/900 <input type="checkbox"/> BNQ/952 <input type="checkbox"/> Montréal <input type="checkbox"/> MTQ (Construction) <input type="checkbox"/> MTQ (Snow Removal) <input type="checkbox"/> MTQ (Technical Services) <input type="checkbox"/> HQ <input type="checkbox"/> Other	

FINAL BONDS – PERFORMANCE, WAGES & MATERIALS		
Approximate Project Amount: _____ Taxes Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bond No. previously provided: _____	
Contract Awarded: _____	Contract Start: _____	Contract End: _____
Obligee Contact Details (mandatory for all construction contracts over \$500,000)		
Name of Project Manager (Obligee): _____	Email: _____	
	Telephone: _____	
Performance: _____ % or \$ _____		
Wages & Materials: _____ % or \$ _____		
Results for Other Bidders	2nd: _____	\$ _____
	3rd: _____	\$ _____
	4th: _____	\$ _____

MAINTENANCE BOND		
<i>Please enclose provisional acceptance of work.</i>		
Final Contract Amount: \$ _____	Maintenance Security Required: \$ _____	Duration: _____ year(s)
Date Contract Signed: _____	Date of Provisional Acceptance: _____	Bond No. Performance: _____

Comments: _____

