

**CITY OF GREENSBORO  
INSTRUCTIONS FOR PREPARING AND SUBMITTING  
PRIVILEGE LICENSE BOND FORM**

**BOND**

**A \$2,000.00 SURETY BOND IS REQUIRED OF (ELECTRICAL, PLUMBING, HEATING, AIR CONDITIONING, MECHANICAL, REFRIGERATION, HVAC AND CONCRETE) CONTRACTORS** and said bond must be submitted on the Standard City Bond form (attached) - none other is acceptable. Minimally, the standard bond form must contain and/or be accompanied by the following;

1. Name of business - **identical** to name appearing on any State Certificate, License or Permit.
2. Type of business, i.e., general contractor, roofing contractor, magazine sales, etc.
3. Effective date of bond and **bond number**.
4. Signature of authorized corporate officer(s) or owner(s); corporate seal, if corporation.
5. Name, address and signature of issuing/executing agent, also known as attorney-in-fact.
6. **Seal** of Underwriting Surety and name, address and phone number of agent and agency.
7. **Attach** a valid and binding copy of **Power-of-Attorney** form for all bonds not directly endorsed by an authorized officer of Underwriting Surety.

**SUBMITTING PRIVILEGE LICENSE BOND**

The Privilege License Bond form must be delivered by U. S. Mail or Hand / Courier Delivery. For assistance in completing the attached Bond Form, please call **(336) 373-2501 / Fax (336) 373-4393**.

**U. S. Mail**

**Collection Division  
Privilege License Section  
Post Office Box 26118  
Greensboro, North Carolina 27402-6118**

**Hand / Courier Delivery**

**Collection Division - Room P-112  
Melvin Municipal Office Building  
300 West Washington Street  
Greensboro, North Carolina 27401**



CITY OF GREENSBORO  
 NORTH CAROLINA  
 COLLECTIONS DIVISION  
 300 W WASHINGTON STREET  
 P O BOX 26118  
 GREENSBORO, NC 27402-6118  
 TELEPHONE (336) 373-2501  
 FAX (336) 373-4393

**PRIVILEGE LICENSE BOND**

BOND NUMBER \_\_\_\_\_

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KNOW ALL PERSONS BY THESE PRESENTS;

That we, \_\_\_\_\_

as Principal, and \_\_\_\_\_, a corporation

with principal office at \_\_\_\_\_

as Surety, are held and firmly bound unto the City of Greensboro in the sum of **Two Thousand Dollars (\$2,000.00)** for the payment of said sum, well and truly to be made, we bind ourselves, our personal representatives, successors and assigns, jointly, severally and firmly, by these presents. In no event however, shall the **total annual liability** of the Surety for all claims exceed, in the aggregate, the face value of this bond, per license year.

**SIGNED, SEALED AND DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

The foundation of this bond is the Principal's desire and obligation to obtain a license from the City of Greensboro to operate and carry on business as \_\_\_\_\_ now located or to be located at \_\_\_\_\_ within the City of Greensboro, commencing or having commenced on the \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_.

Now therefore, if the principal shall, during the period commencing on the aforesaid date pay all permit, license fees and other charges owed to the City of Greensboro; indemnify and save harmless the City of Greensboro from all loss, damage and expense as may be caused by any negligence or oversight of the Principal or the Principal's personal representatives, employees, agents, successors or assigns; faithfully and honestly comply with such ordinances, rules and regulations and any and all amendments thereto, as may apply to the business then being conducted by the Principal or the Principal's personal representatives, employees, agents, successors or assigns and deliver all goods, services, products and promises of same or return any and all deposits and/or payments tendered and taken therefore, then this obligation shall become void and of no effect, otherwise to be and remain in full force and effect.



**CITY OF GREENSBORO  
PRIVILEGE LICENSE BOND**

**BOND NUMBER** \_\_\_\_\_

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It is agreed that any person or entity showing reasonable evidence of aggrievement, damage or degradation, same resulting from the actions and/or omissions of a **Solicitor (named as Principal in this surety bond)** or the Solicitor’s personal representatives, employees, agents, successors or assigns in the conduct of such solicitor business as may be named and described above, may suit on this bond.

The Surety may initiate cancellation of this bond by giving thirty (30) days prior written notice to the City of Greensboro Collection Division. The City of Greensboro will promptly provide the Surety written confirmation of receipt of said notice of cancellation. The Surety agrees to keep this bond in full force and effect for at least thirty days after the City of Greensboro’s receipt of notice of cancellation.

“Notice of Cancellation” and all other communications regarding this bond must be mailed, in original duplicate, to **Collection Division, P O Box 26118, Greensboro, North Carolina 27402-6118 (Hand & Courier delivery to Room P112 in the Melvin Municipal Office Building, 300 West Washington Street.)**

**PRINCIPAL**

**SURETY**

\_\_\_\_\_  
**Type or Print Name**

\_\_\_\_\_  
**Type or Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature of Attorney-in-Fact**

**NAME, ADDRESS & TELEPHONE NUMBER OF ISSUING AGENCY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: BOND WILL NOT BE ACCEPTED WITHOUT BOND NUMBER**