Commonwealth of Virginia
Department of Professional and Occupational Regulation
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Department of Professional and Occupational Regulation

Common Interest Community Board
CONDOMINIUM BOND/LETTER OF CREDIT VERIFICATION FORM

OFFICIAL VERIFICATION BY FINANCIAL INSTITUTION OF SURETY BOND OR LETTER OF CREDIT

Filed pursuant to §§ 55.1-1921, 55.1-1968, and 55.1-1983 of the *Code of Virginia*

A separate Bond/Letter of Credit Verification Form must be completed to verify each bond and letter of credit on file with the Common Interest Community Board for the referenced condominium. An original document issued by the applicable surety or financial institution that contains substantially the same information as this form may be substituted for this form.

Section A: To be completed by declarant. Upon completion, forward to the appropriate financial institution or surety company.

Section B: To be completed by a representative of the financial institution or surety company and returned to the declarant identified in Section A.

Section A

1. Name of Condominium Project _____
2. CIC Registration Number (if available) | 0 | 5 | 1 | 7 | | | | | | |
3. Name of Declarant _____
4. Declarant's Mailing Address _____

   _____

   City _____ State _____ Zip Code _____
5. Type of Bond/Letter of Credit ☐ Assessment ☐ Completion ☐ Escrow (Deposit)
6. Bond/Letter of Credit Number _____
7. Name of Financial Institution/Surety Company _____
8. Printed Name of Signatory _____
9. Relationship to Declarant _____
10. Signature _____ Date _____

Section B

1. Name of Financial Institution/Surety Company _____
2. Type of Financial Instrument ☐ Bond ☐ Letter of Credit Bond/Letter of Credit No. _____
3. Address of Issuer _____

   _____

   City _____ State _____ Zip Code _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0517	

4. Issuer's Telephone & Fax Numbers _____ _____
   Primary Telephone Fax
5. Contact Person _____
6. Name of Principal _____
7. Name of Beneficiary _____
8. Amount of Bond/Letter of Credit _____
   Expiration Date or, if self-renewing, date of renewal _____
9. Name of Verifier _____ _____ _____ _____
   Last First Middle Generation
10. Verifier's Title _____
11. Verifier's Telephone & Fax Numbers _____ _____
    Primary Telephone Fax
12. Verifier's Email Address _____
13. Verifier's Signature _____ Date _____