

The surety has requested a status report on the progress of the bonded project described below. As the Bonding Agent for the Contractor and without affecting the referenced Surety's liability under their bond, we would appreciate the following information completed and returned via e-mail or fax.

By: _____

To: _____

When folded, the address should be visible in a windowed envelope. When folding the letter, fold on the lines and arrows marked below.

PROJECT INFORMATION

Contractor: _____
Project: _____
Surety: _____
Effective Date: _____ Bond Number: _____
Contract Price: \$ _____ Bond Amount: \$ _____

IF PROJECT COMPLETED, PLEASE RESPOND HERE

Approx. Completion Date: _____ Approx. Acceptance Date: _____
Final Contract Price: \$ _____
Comments: _____

IF PROJECT NOT COMPLETED, PLEASE RESPOND HERE

Anticipated Completion Date: _____ Is work progressing satisfactorily? Yes No
Approximate Amount Completed: _____ Are there any claims, assignments or liens? Yes No
Current Retainage Held: \$ _____ Are there any unpaid labor or material bills? Yes No
Comments: _____

ACKNOWLEDGEMENT

It is understood that the information contained herein is furnished as a matter of courtesy for the confidential use of this Agency and the Surety and is merely an expression of opinion. It is also agreed that in furnishing this information no guarantee or warranty of accuracy or correctness is made and no responsibility is assumed as a result of reliance by the Agency or Surety, whether such information is furnished by the Owner or by an Architect or Engineer as the agent of the Owner.

Signature: _____ Date: _____
Name & Title: _____
Phone Number: _____ E-mail Address: _____

