



**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 #	0517	FILE #/LICENSE #	ISSUE DATE
-----------------------	------	-----	------------	----------	------	------------------	------------

- 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 \_\_\_\_\_