

CITY OF MISSION VIEJO
BOND EXECUTION INSTRUCTIONS

1. Bonds must be executed by both the Principal and the Surety.
2. If the Principal is a **corporation**, the bond must be executed in the corporation name and signed by the President or Vice President and the Secretary or Assistant Secretary and the corporate seal affixed. As an alternative, others may sign on behalf of the corporation if a corporate resolution duly executed with the corporate seal affixed is presented authorizing the individuals who have signed the bond to bind the corporation.

If the Principal is a **partnership**, the bond must be signed by all partners. If the partnership is comprised of two or more corporations, the bond must be signed by each corporation's President or a Vice President and Secretary or Assistant Secretary. The above alternative may also be used with the appropriate resolution.

If the Principal is an **individual**, doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also.
3. The names of all signatories must be typed in where indicated in the signature blocks.
4. The signatures of both the Principal and the Surety on the bond must be notarized.
5. The bond must contain signed approval by the City Attorney of the City of Mission Viejo.
6. The bond, after approval by the City Attorney, will be returned to the City Clerk for processing.

NOTE: ***Two copies of the Faithful Performance Bond, Labor & Materials Bond, Monumentation Bond, and/or Warranty Bond shall be submitted to the City (one original and one copy).***