



# GUARANTEE BOND FORM

Receipt# \_\_\_\_\_

Community & Economic Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606  
Email: department@cityofbeaufort.org Website: www.cityofbeaufort.org

**OFFICE USE ONLY:**    Date Filed: \_\_\_\_\_    Deposit Date: \_\_\_\_\_    Expiration Date: \_\_\_\_\_  
Date plans submitted: \_\_\_\_\_    Date work completed: \_\_\_\_\_

Guarantee Type:     Cash     Check     Performance/Surety Bond     Letter of Credit

A Project (e.g., subdivision, new development, C.O.) shall not be approved until all required infrastructure and improvements are in place and approved, or a performance guarantee for 125% of the cost of the uncompleted work, including labor, is filed with the City. The cost estimate shall be prepared by a qualified contractor using prevailing material and labor costs. The estimate shall match the approved plan. Guarantees in the form of surety bonds or letters of credit may not expire automatically; they shall be released by the City when the work is complete.

### Applicant, Owner and Property Information

Estimated Amount: \_\_\_\_\_    Guarantee Amount (125% of Estimate): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_    E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_    Address: \_\_\_\_\_

Scope of Work being Guaranteed:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** that checks used to guarantee infrastructure will be deposited immediately.

Signature: \_\_\_\_\_    Date: \_\_\_\_\_