



RELOCATION SURETY BOND

(EFFECTIVE 12/16/2021)

REV.: 11/02/21

Legal Address of property covered by this bond:

Address: _____

City: _____ Zip: _____

Legal Description:

Tract: _____

Block: _____ Lot(s): _____

KNOW ALL MEN BY THESE PRESENTS:

That we,

Address: _____ City: _____ Zip: _____

Email: _____ hereinafter called the "Principal", and
(MAILING ADDRESS OF PRINCIPAL, INCLUDING ZIP CODE & EMAIL)

a corporation, as surety, are held and firmly bound unto the CITY OF LOS ANGELES, a municipal corporation of the State of California in the sum of

_____, \$ _____

lawful money of the United States, for the payment of which will and truly to be made we hereby bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this _____ day of _____, 20 _____.

WHEREAS, an application by the above-named principal, has been made to the Department of Building and Safety of the City of Los Angeles for the issuance, to the said principal, of a permit to relocate a building or structure within the City of Los Angeles upon a location owned or leased by said principal, more specifically described in the application for a Relocation Permit, in accordance with the provisions of Article 1, Chapter 9, Division 83 of the Los Angeles Municipal Code, and

WHEREAS, the Los Angeles Municipal Code Section 91.8305.1 requires as a condition precedent to the issuance of said permit that the principal shall furnish a bond in the sum above named to the City of Los Angeles, conditioned as hereinafter set forth;

NOW THEREFORE,

- (1) If the Principal shall well and truly comply with all of the requirements of the Municipal Code Section 91.8305 and with all the applicable provisions of Article 1, Chapter IX of said Code, and
- (2) If all of the work required to be done pursuant to the conditions of the Relocation Permit shall be fully performed and completed within the time limit specified in the Relocation Permit; or, if no time limit is specified, within ninety (90) days after the date of the issuance by the Board of Public Works of the House Movers' Permit provided for in Section 62.83.1 of the Los Angeles Municipal Code, then this obligation shall be void; otherwise it shall remain in full force and effect.

CA NO. _____
PRINCIPAL _____



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It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof and remain in effect until the completion, to the satisfaction of the Department of Building and Safety of the performance of all of the terms and conditions of said Relocation Permit, and Municipal Code above referred to. Such completion shall be evidenced by a statement thereof, signed by the Superintendent of Building of the City of Los Angeles.

Should the applicant fail to complete all such work within the time specified on the permit, the City may, at its option, cause all of such work to be done or completed in accordance with the terms and conditions of the permits and the plans and specifications therefor on file with said Department or demolish the building.

It is further understood that the time limit hereinabove specified, or the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the Department, or by the Board of Building and Safety Commissioners. No such extension of time shall be valid unless the same be in writing and no such extension of time shall release the principal or surety from the obligations of this bond. The surety hereby consents to and waives notice of all lawful extensions of time granted to the Principal by the Obligee.

IN WITNESS WHEREOF the principal and surety caused this bond to be executed the day and year first above written.

(Seal) _____ Principal _____
 (Printed Name and Signature) _____
 (Seal) _____ Surety _____

 Address of Surety Co. _____

(This bond must be acknowledged hold as to principal and surety before a Notary Public)

FOR DEPARTMENT USE ONLY

Permit No.	Legal description and ownership compared with the relocation Permit application and found to be identical.	Approved as to Form
_____		- 20

BY: _____
Plan Checker

Date:	Receipt No.	City Attorney
_____	_____	By: _____ Deputy



RELOCATION BOND INSTR.

(EFFECTIVE 12/16/2021)

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A relocation bond is required for all buildings to be relocated. The bond forms (Cash bond two copies; surety bond, three copies) shall be obtained from the relocation inspector during the compatibility study.

1. Forms are to be executed per the following instructions:
 - a. The relocation bond must be taken in the name of the owner and signed by the owner. The owner as shown on the application for a relocation permit and the principal shown on the bond must be the same.
 - b. The address and the legal description on the bond and on the relocation permit application must be identical. (Where a metes and bounds description is used, a copy of this description must be attached to each bond copy.)
 - c. The surety company must be named on all surety bonds. The signatures of its attorney-in-fact must be acknowledged by a notary public.
 - d. Bonds submitted by corporations must be signed by two officers and the signatures of the officers acknowledged by a notary public on the appropriate notary acknowledgment form.
 - e. If the applicant is a partnership, the bond must be signed by a least one general partner and the signature acknowledged by a notary public on the appropriate notary acknowledgment form.
 - h. Cash bond signatures of individual owners shall be acknowledged by a notary public.
 - i. Certified or cashier's checks are required for a cash bond.
2. Present the bond and the relocation permit application to LADBS plan check engineer for verification of the amount of the bond required, and Item Nos. (a) and (b) above. Plan check engineer must sign the bond.
3. The Office of the City Administrative Officer (CAO) Risk Management will only be accepting Department of Building and Safety (LADBS) bond requests for review and approval electronically.
4. City staff shall scan all bond documents, including any supporting documentation presented to the "CAO" Risk Management Office via email to: cao.insurance.bonds@lacity.org
5. Approved documents with an assigned corresponding CAO approval number will be emailed back to the requestor or permittee (City staff, contractor or resident) for processing with the appropriate LADBS plan checker. Post bond and have relocation permit application stamped at "Cashier's Window".



RELOCATION SURETY BOND

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Legal Address of property covered by this bond: 2

Address: _____

City: _____ Zip: _____

Legal Description: 3

Tract: _____

Block: _____ Lot(s): _____

KNOW ALL MEN BY THESE PRESENTS:

That we,

4
Address: 5 _____ City: 5 _____ Zip: 5 _____

Email: 6 _____ hereinafter called the "Principal", and
(MAILING ADDRESS OF PRINCIPAL, INCLUDING ZIP CODE & EMAIL)
7

a corporation, as surety, are held and firmly bound unto the CITY OF LOS ANGELES, a municipal corporation of the State of California in the sum of

8 _____, \$ 9 _____

lawful money of the United States, for the payment of which will and truly to be made we hereby bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this 10 day of 10, 20 10.

PRINCIPAL
CA NO. _____

WHEREAS, an application by the above-named principal, has been made to the Department of Building and Safety of the City of Los Angeles for the issuance, to the said principal, of a permit to relocate a building or structure within the City of Los Angeles upon a location owned or leased by said principal, more specifically described in the application for a Relocation Permit, in accordance with the provisions of Article 1, Chapter 9, Division 83 of the Los Angeles Municipal Code, and

WHEREAS, the Los Angeles Municipal Code Section 91.8305.1 requires as a condition precedent to the issuance of said permit that the principal shall furnish a bond in the sum above named to the City of Los Angeles, conditioned as hereinafter set forth;

NOW THEREFORE,

- (1) If the Principal shall well and truly comply with all of the requirements of the Municipal Code Section 91.8305 and with all the applicable provisions of Article 1, Chapter IX of said Code, and
- (2) If all of the work required to be done pursuant to the conditions of the Relocation Permit shall be fully performed and completed within the time limit specified in the Relocation Permit; or, if no time limit is specified, within ninety (90) days after the date of the issuance by the Board of Public Works of the House Movers' Permit provided for in Section 62.83.1 of the Los Angeles Municipal Code, then this obligation shall be void; otherwise it shall remain in full force and effect.



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It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof and remain in effect until the completion, to the satisfaction of the Department of Building and Safety of the performance of all of the terms and conditions of said Relocation Permit, and Municipal Code above referred to. Such completion shall be evidenced by a statement thereof, signed by the Superintendent of Building of the City of Los Angeles.

Should the applicant fail to complete all such work within the time specified on the permit, the City may, at its option, cause all of such work to be done or completed in accordance with the terms and conditions of the permits and the plans and specifications therefor on file with said Department or demolish the building.

It is further understood that the time limit hereinabove specified, or the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the Department, or by the Board of Building and Safety Commissioners. No such extension of time shall be valid unless the same be in writing and no such extension of time shall release the principal or surety from the obligations of this bond. The surety hereby consents to and waives notice of all lawful extensions of time granted to the Principal by the Obligee.

IN WITNESS WHEREOF the principal and surety caused this bond to be executed the day and year first above written.

(Seal)	13	Principal	<u>11</u>
		(Printed Name and Signature)	_____
(Seal)		Surety	<u>12</u>
		Address of Surety Co.	_____

(This bond must be acknowledged hold as to principal and surety before a Notary Public)

FOR DEPARTMENT USE ONLY

Permit No.	Legal description and ownership compared with the relocation Permit application and found to be identical.	Approved as to Form
<u>14</u>		- 20
	BY: <u>15</u>	
	Plan Checker	

Date:	Receipt No.	City Attorney
<u>16</u>	_____	By: _____
		Deputy

RELOCATION SURETY BOND – EXECUTION GUIDE

Incomplete or incorrect bond will result in delay of processing your documents. To expedite processing of your bond, follow below guidelines. It is necessary to have your correct relocation permit application and all information needed to execute the bond.

1. **Bond Number** -- unique identifier issued by the surety company. This must appear on the first page of the bond
2. **Legal Address of property covered by this bond** – must match the address on the relocation permit application
3. **Legal Description** – Tract, Block, Lot(s) – must match the relocation permit application
4. **Principal** – this is the property owner. Bond must be taken in the name of the **property owner(s)**. The property owner(s) on the relocation permit application and the principal shown on the bond must be **identical**.

If the property is owned by two or more individuals, **all owners** must be on the bond. All owners must sign the bond with all signatures notarized on separate notary acknowledgment sheets.

If the property is under a Trust. Principal must be the Trustee and the name of the Trust. Example: Joe Doe, Trustee of the Doe Family Trust.

Trustee must sign the bond and a copy of the Trust or Certificate of Trust must be provided. (Social Security numbers should be redacted if shown).

Limited Liability Company, Partnerships, and Limited Partnerships – an authorized person must sign the bond. Authority to sign must be verifiable through a copy of the Operating Agreement of the company.

Alternatively, in lieu of an Operating Agreement, **Secretary of State (SOS) Statement of Information** with an **active** status is acceptable. Signatory must be a **Manager or a Member** of the LLC or LP. Service of Process Agent, not acceptable as signatory.

Joint Ventures – **all persons** in the Joint Venture agreement must sign the bond. Authority to sign must be verifiable through a copy of the Joint Venture agreement

Corporations – must have signatures from at least **two officers**. Officers holding more than one position may sign alone. Example of acceptable corporate signatories include: Chairman of the Board, President, Vice-President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer, et al.

An authorized agent may also sign for corporations, provided that a certified copy of the Board Resolution of the company is furnished, authorizing such person to execute the document on behalf of the corporation or sign alone.

Signatory name(s) and title(s) must be printed on the bond. All signatures must be notarized on separate notary acknowledgment sheets.

NOTE: Documents submitted to the City of Los Angeles are public records and will be available for public inspection and copying as required by law.

5. **Address** – this is the address of the Principal
6. **Email address** - this is the email address of the Principal
7. **Surety Company** - name of the surety company that guarantees that the Principal will carry-out obligation to the City of Los Angeles
8. **Bond Amount** - written in words
9. **Bond Amount** – written in numbers (\$)
10. **Date** – this is the effective date of the bond
11. **Principal Name/Signature** - Printed Name and Title, Signature
12. **Surety Information/Signature** – Surety, Address, Name of Attorney-In-Fact, Signature
13. **Notary Seal/Stamp** - Notarial acknowledgment for Principal and Attorney-In-Fact Signatures

All signatures must be notarized on separate notary acknowledgment sheets. Providing just the notary seal or stamp is incomplete and not acceptable. The all-purpose acknowledgment wording, as prescribed in California Civil Code Section 1189(a), is mandatory for all acknowledgment taken in the state, whether the acknowledger is signing as an individual or a representative (partner, corporate officer, attorney-in-fact, trustee, etc.). The [certificate of acknowledgment \(pdf\)](#) must be in the form set forth in California Civil Code Section 1189.

Notarization is the final step in document execution, therefore notarization date must be the same date as the effective date of the bond or later.

Surety Power of Attorney – must accompany the surety bond

14. **Permit Number** – Plan Check Engineer will be the one to write the relocation permit number associated with the relocation bond
15. **Plan Checker Signature** – Plan Check Engineer to sign the bond confirming that the legal description and ownership compared with the relocation permit application are identical.
16. **Date** – Plan Check Engineer to write the date he/or signed the bond