

## **EXECUTION INSTRUCTIONS FOR BOND DOCUMENTS**

**NOTE:** *All signatures are required to be notarized. Incomplete or incorrect execution will result in a delay in processing your document(s).*

For your quick reference, the City of Los Angeles has outlined the following required elements of bond documents for each type of legal entity listed below:

### **INDIVIDUALS**

Example:           *(Name of Individual) D.B.A. (Name of Company)*  
                      *John Doe D.B.A. John Doe Construction*

The individual must sign the bond.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **PARTNERSHIPS AND LIMITED PARTNERSHIPS**

One general partner must sign the bond.

The City of Los Angeles must be furnished a copy of the partnership agreement confirming that the person signing the document is a partner.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **JOINT VENTURES**

All joint venturers must sign the bond.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **CORPORATIONS**

Corporations must have signatures from two corporate officers on their bond document.

Examples of acceptable corporate officer signatures include those of the corporation's Chairman of the Board, President, Vice President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer.

A corporate seal must appear on the bond.

Please note that an authorized agent may also sign for a corporation provided that the City of Los Angeles is furnished a **certified copy** of the Board of Directors' Resolution authorizing such person to execute the document on behalf of the corporation.

All principal signatures on bond documents must be acknowledged before a notary public on separate acknowledgement forms.

### **LIMITED LIABILITY COMPANIES (LLC) and TRUST AGREEMENTS**

The City of Los Angeles must be furnished a copy of the Operating Agreement or Trust Agreement showing that the person(s) signing are authorized to sign on behalf of the LLC or Trust.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.