



CLAIMS CHECKLIST (Bond)

Documentary Requirements in case of Performance Bond Claims	
Basic Documents for Obligee:	
<input type="checkbox"/>	Formal Statement of Claim to Surety with details and breakdown of claim
<input type="checkbox"/>	Signed copy of Construction Contract and General Conditions
<input type="checkbox"/>	Amendments and Change Orders and/or Revision Orders (<i>if any</i>)
<input type="checkbox"/>	Approved Progress Billings and Accomplishment Reports
<input type="checkbox"/>	Original Bill of Quantities (BOQs)
<input type="checkbox"/>	Copy of Purchased Order(s) / Invoices / Official Receipts
<input type="checkbox"/>	Copy of Notice to Proceed or Notice of Award (<i>if any</i>)
<input type="checkbox"/>	Copy of Notice of Termination
<input type="checkbox"/>	Copy of exchange of communications between the parties prior and in relation to termination of contract
<input type="checkbox"/>	Copy of Take-Over Contract with New Bill of Quantities and/or Details of cost to complete the works
<input type="checkbox"/>	Proof of costings / payments for the Take-Over Contract
Additional Documents:	
<input type="checkbox"/>	Other documents relative to the call on the Bond
Basic Documents for Principal:	
<input type="checkbox"/>	Statement of Defenses on the Termination of Contract (<i>if any</i>)
<input type="checkbox"/>	Approved Progress Billings and Accomplishment Reports
<input type="checkbox"/>	Bill of Quantities (BOQs)
<input type="checkbox"/>	Proof of Performance based on contract such as Billings and Invoices
<input type="checkbox"/>	Summary of Unpaid Billings due to Principal
<input type="checkbox"/>	Inventory of Materials and Equipment with costs left on site following the termination of contract (<i>with supporting documents</i>)
<input type="checkbox"/>	Copy of exchange of Communications issued by both parties prior and in relation to the Termination of contract
Additional Documents:	
<input type="checkbox"/>	Other supporting documents in defense to Obligee's claim
<hr/> Date of Completion of Documents (MM-DD-YYYY)	



CLAIMS CHECKLIST (Bond)

Documentary Requirements in case of Surety Down-payment Bond Claims	
Basic Documents for Obligee:	
<input type="checkbox"/>	Formal Statement of Claim to Surety with details and breakdown of claim
<input type="checkbox"/>	Signed copy of Construction Contract and General Conditions
<input type="checkbox"/>	Amendments and Change Orders and/or Revision Orders (<i>if any</i>)
<input type="checkbox"/>	Approved Progress Billings and Accomplishment Reports
<input type="checkbox"/>	Original Bill of Quantities (BOQs)
<input type="checkbox"/>	Copy of proof of down-payment such as Official Receipt
<input type="checkbox"/>	Copy of Notice to Proceed or Notice of Award
<input type="checkbox"/>	Copy of Termination of Contract
<input type="checkbox"/>	Copy of exchange of Communications between the parties prior and in relation to termination of contract
<input type="checkbox"/>	Proof of Retention Money held from the Principal and proof of payment
Additional Documents:	
<input type="checkbox"/>	Other documents relative to the call on the Bond
Basic Documents for Principal:	
<input type="checkbox"/>	Statement of Defenses on the Termination of Contract (<i>if any</i>)
<input type="checkbox"/>	Approved Progress Billings and Accomplishment Reports
<input type="checkbox"/>	Bill of Quantities (BOQs)
<input type="checkbox"/>	Proof of Performance based on contract such as Billings and Invoices
<input type="checkbox"/>	Summary of Unpaid Billings due to Principal
<input type="checkbox"/>	Inventory of Materials and Equipment with costs left on site following the termination of contract (<i>with supporting documents</i>)
<input type="checkbox"/>	Copy of exchange of Communications issued by both parties prior and in relation to the Termination of contract
<input type="checkbox"/>	Proof of Retention Money held from the Principal and proof of payment
Additional Documents:	
<input type="checkbox"/>	Other supporting documents in defense to Obligee's claim
<hr/> Date of Completion of Documents (MM-DD-YYYY)	



CLAIMS CHECKLIST (Bond)

Documentary Requirements in case of Warranty Bond Claims	
Basic Documents for Obligee:	
<input type="checkbox"/>	Formal Statement of Claim to Surety with details and breakdown of claim
<input type="checkbox"/>	Signed copy of Warranty Bond
<input type="checkbox"/>	Copy of Turn-Over Certificate
<input type="checkbox"/>	Copy of Contract Documents and Original Bill of Quantities
<input type="checkbox"/>	Proof of Billings/ Invoices and/or Purchase Orders
<input type="checkbox"/>	Inspection Report of Damages
<input type="checkbox"/>	Letter to the contractor/notification to the contractor advising them on the defect
<input type="checkbox"/>	Copy of reply from contractor
<input type="checkbox"/>	Detailed Estimate to rectify the damage
<input type="checkbox"/>	Photos of damages
Additional Documents:	
<input type="checkbox"/>	Other supporting documents related to the claim
Basic Documents for Principal:	
<input type="checkbox"/>	Statement of Defenses (if any)
<input type="checkbox"/>	Signed copy of Warranty Bond
<input type="checkbox"/>	Copy of Turn-Over Certificate
<input type="checkbox"/>	Copy of Contract Documents and Original Bill of Quantities
<input type="checkbox"/>	Proof of Billings/ Invoices and/or Purchase Orders
<input type="checkbox"/>	Copy of exchange of Communications issued by both parties
Additional Documents:	
<input type="checkbox"/>	Other supporting documents in defense to Obligee's claim
Date of Completion of Documents (MM-DD-YYYY)	