

# LETTER OF CREDIT BOND APPROVAL CHECKLIST

<b>APPLICANT:</b>		<b>Permit Number:</b>	<b>Application Number</b>
<b>REVIEW DATE:</b>		<b>Letter of Credit No.:</b>	
<b>REVIEWER:</b>		<b>Reviewer's Signature:</b>	
<b>BANK NAME:</b>			

<b>The following requirements have been met as indicated:</b>	
	<b>1. Top of Page</b>
	The Letter of Credit Number is on all copies and is consistent.
	The date is listed in the appropriate space provided.
	The banks complete name, address and telephone is listed in the space provided.
	The company/principal name matches the permit application and are consistent throughout the document.
	The correct type of number (Permit Application Number or Permit Number) is checked.
	The correct number is listed in the space provided (Permit Application Number or Permit Number).
	Wording/Amount is correct and consistent. No strikeovers, whiteouts, etc.
	The expiration date of the Letter of Credit is listed.
	<b>2. Bottom of Page</b>
	The name of the bank is listed and consistent with previous listings.
	A certified copy of the Corporation's Resolution authorizing the individual signing to sign the LOC is attached.
	The Letter of Credit number is listed correctly and consistent throughout the document.
	The date is listed in the appropriate space provided.
	The correct type of number (Permit Application Number or Permit Number) is checked.
	The correct number is listed in the space provided (Permit Application Number or Permit Number).
	Signature and Title Blocks are properly completed.
	The notarization information is correct. The correct person is listed as signing the document, the dates are consistent, the notary's commission has not expired and the embossed seal is applied is signed out of state.
	The correct Letter of Credit form has been submitted (DMLR-PT-255 REV 09/04)
	If the LOC was submitted on bank forms or letterhead, does the content <i>exactly</i> match the DMLR-PT-255?

	<b>3. Division Approval</b>
	The Letter of Credit meets the surplus requirements and financial institution rating. Have Frank Hampton review and approve the document.
	The designated DMLR official completed the bond approval information.
	<b>COMMENTS:</b>