

**CLAIMS CHECKLIST
(Bond)**

Documentary Requirements in case of Performance Bond Claims

Basic Documents for Oblige:

- Formal Statement of Claim to Surety with details and breakdown of claim
- Signed copy of Construction Contract and General Conditions
- Amendments and Change Orders and/or Revision Orders *(if any)*
- Approved Progress Billings and Accomplishment Reports
- Original Bill of Quantities (BOQs)
- Copy of Purchased Order(s) / Invoices / Official Receipts
- Copy of Notice to Proceed or Notice of Award *(if any)*
- Copy of Notice of Termination
- Copy of exchange of communications between the parties prior and in relation to termination of contract
- Copy of Take-Over Contract with New Bill of Quantities and/or Details of cost to complete the works
- Proof of costings / payments for the Take-Over Contract

Additional Documents:

- Other documents relative to the call on the Bond

Basic Documents for Principal:

- Statement of Defenses on the Termination of Contract *(if any)*
- Approved Progress Billings and Accomplishment Reports
- Bill of Quantities (BOQs)
- Proof of Performance based on contract such as Billings and Invoices
- Summary of Unpaid Billings due to Principal
- Inventory of Materials and Equipment with costs left on site following the termination of contract *(with supporting documents)*
- Copy of exchange of Communications issued by both parties prior and in relation to the Termination of contract

Additional Documents:

- Other supporting documents in defense to Oblige's claim

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
_____ Date of Completion of Documents (MM-DD-YYYY)	

**CLAIMS CHECKLIST
(Bond)**

Documentary Requirements in case of Warranty Bond Claims

Basic Documents for Obligee:

- Formal Statement of Claim to Surety with details and breakdown of claim
- Signed copy of Warranty Bond
- Copy of Turn-Over Certificate
- Copy of Contract Documents and Original Bill of Quantities
- Proof of Billings/ Invoices and/or Purchase Orders
- Inspection Report of Damages
- Letter to the contractor/notification to the contractor advising them on the defect
- Copy of reply from contractor
- Detailed Estimate to rectify the damage
- Photos of damages

Additional Documents:

- Other supporting documents related to the claim

Basic Documents for Principal:

- Statement of Defenses (if any)
- Signed copy of Warranty Bond
- Copy of Turn-Over Certificate
- Copy of Contract Documents and Original Bill of Quantities
- Proof of Billings/ Invoices and/or Purchase Orders
- Copy of exchange of Communications issued by both parties

Additional Documents:

- Other supporting documents in defense to Obligee's claim

Date of Completion of Documents
(MM-DD-YYYY)