

Registered Side Sewer Contractor (RSSC) **BOND INSTRUCTIONS**

(Important Information Needed to Complete and Submit the Bond Correctly)

- The City Clerk's Office must receive an original bond complete with a power of attorney that has been pre-approved by SDCI Staff.
 - a. ***Bonds on other forms will not be accepted, including riders.***
- Please print the bond form on two (2) separate pages, it should not be double-sided.
- The company name must be consistent with all other RSSC documentation we have on file (certificate of insurance, WA State General Contractor's license, City of Seattle business license, SDCI RSSC registration).
 - a. If your company is incorporated (Inc.) or formed as a Limited Liability Company (LLC), the bond should reflect the full legal name of the company, and the name needs to still be consistent with the remaining RSSC documents.
- If you are a sole proprietor or "doing business as", both your full legal name and the full legal name of the DBA company should be on the bond.
 - Please make sure all required signatures and notarizations are complete as an incomplete bond will cause approval delays.
 - Complete all 3 sections of page 2 of the bond form and ensure that sections 2 and 3 of page 2 are notarized to avoid processing delays.
 - A Power of Attorney document must be attached to the SDCI bond form; the executed date on the Power of Attorney document must match the date of "acknowledgement for surety" that the surety company signed the bond form (bottom of Page 2).
 - On the top of pages 1 and 2 of the SDCI bond form, next to Side Sewer Contractor Registration No., type your specific RSSC **LIC-SS-xxxxx** number that has previously been or was newly assigned to you to ensure faster processing.

NOTE: This bond will expire in the RSSC database three (3) years from the date that the surety company signed the bond form (bottom of Page Two); at which time, you will be required to submit another bond on our current bond form.

! Prior to mailing the bond to SDCI. Please first email the bond form with power of attorney to SCI_RSSC_SideSewer@seattle.gov for review and approval to ensure it is and will be acceptable. Failure to do so will cause delays and could result in you having to do another bond or having it mailed back to you.

Once approved, please mail bond with power of attorney to:

City of Seattle, SDCI
RSSC Program, 21st Floor
PO Box 34019
Seattle, WA 98124

Please contact SDCI Staff via email at SCI_RSSC_SideSewer@seattle.gov if you have any questions.