

Private Payment Bond Worksheet

Job _____

Contractor _____

Owner _____

Surety _____

Payment Bond Number _____

Preliminary 20-Day Notice

Deadline Done

1.	Immediately after contracting, send written request (<i>Form A</i>) to owner or general contractor for information needed to serve Preliminary 20-day Notice		
2.	Date when we first furnished labor and/or materials to the project		
3.	Serve Preliminary 20-Day Notice (<i>Form B</i>) within 20 days of date on line 2		
4.	Prepare Affidavit of Service (<i>Form C</i>) within 30 days of line 3		
5.	If labor and material we provide exceeds, by 20% or more, the amount stated in the Preliminary 20-Day Notice, serve a supplemental notice within 20 days		

Post-completion notice and action on bond

6.	Date when we last provided labor or materials to the project		
7.	Immediately serve written notice of the labor and materials supplied and the amount claimed (<i>Form D</i>) to the general contractor, owner, lender and surety.		
8.	File suit against contractor and surety on bond within one year of line 6		

This checklist is not a substitute for specific legal advice. If you have a question about a specific payment, lien, or bond claim issue, contact Kent Lang or Elaine Blunck at 480-947-1911.