

## 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.