

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233-1485  
(804) 367-8510  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



**Common Interest Community Board  
TIME-SHARE BOND/LETTER OF CREDIT VERIFICATION FORM**

**OFFICIAL VERIFICATION BY FINANCIAL INSTITUTION OF SURETY BOND OR LETTER OF CREDIT**

Filed pursuant to §§ 55-375 and 55-386.B of the *Code of Virginia*

A separate Bond/Letter of Credit Verification Form must be completed to verify each bond and letter of credit on file with the Common Interest Community Board for the referenced time-share. An original document issued by the applicable surety or financial institution that contains substantially the same information as this form may be substituted for this form.

**Section A:** To be completed by developer. Upon completion, forward to the appropriate financial institution or surety company.

**Section B:** To be completed by a representative of the financial institution or surety company and returned to the developer identified in Section A.

**Section A**

- 1. Name of Time-Share Project \_\_\_\_\_
- 2. CIC Registration Number (if available) 

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- 3. Name of Developer \_\_\_\_\_
- 4. Developer's Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- 5. Type of Bond/Letter of Credit  Escrow (Deposit)  Completion
- 6. Bond/Letter of Credit Number \_\_\_\_\_
- 7. Name of Financial Institution/Surety Company \_\_\_\_\_
- 8. Printed Name of Signatory \_\_\_\_\_
- 9. Relationship to Developer \_\_\_\_\_
- 10. Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B**

- 1. Name of Financial Institution/Surety Company \_\_\_\_\_
- 2. Type of Financial Instrument  Bond  Letter of Credit Bond/Letter of Credit No. \_\_\_\_\_
- 3. Address of Issuer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	0515	FILE #/LICENSE #	ISSUE DATE
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4. Issuer's Telephone & Fax Numbers \_\_\_\_\_  
Primary Telephone Fax
5. Contact Person \_\_\_\_\_
6. Name of Principal \_\_\_\_\_
7. Name of Beneficiary \_\_\_\_\_
8. Amount of Bond/Letter of Credit \_\_\_\_\_
- a. Is the bond/letter of credit self-renewing?
- Yes  If yes, date of renewal. \_\_\_\_\_
- No  If no, expiration date. \_\_\_\_\_
- b. Total amount of deposits held by the developer as of May 31 of this calendar year (for blanket bond or blanket letter of credit filed in lieu of escrowing deposits only).  
 \_\_\_\_\_
9. Name of Verifier \_\_\_\_\_  
Last First Middle Generation
10. Verifier's Title \_\_\_\_\_
11. Verifier's Telephone & Fax Numbers \_\_\_\_\_  
Primary Telephone Fax
12. Verifier's Email Address \_\_\_\_\_
13. Verifier's Signature \_\_\_\_\_ Date \_\_\_\_\_