

## BOND PROCESS

1. If selecting the bond option for Financial Security under the Green Building Act, please submit to the Green Building Division:
  - a. The name of the proposed surety, which should be listed under both of the following:
    - i. Federal list ([http://www.fms.treas.gov/c570/c570\\_a-z.html](http://www.fms.treas.gov/c570/c570_a-z.html))
    - ii. DC list (<http://disb.dc.gov/node/321622>)
  - b. What form will be used:
    - i. If using our Green Act Bond Form (attached), move on to step 2
    - ii. If using owner's own form:
  - c. Green Building Division will send it to DC Office of the Attorney General (OAG) for review for legal sufficiency
  - d. Once reviewed, Green Division will coordinate conversation between developer and OAG
  - e. Once finalized language is agreed upon, move on to step 2
2. Owner and Surety shall complete, sign and notarize 2 copies of the Green Act Bond Form (or other approved form from step 1b)
3. Owner shall mail, or deliver in person the notarized original copies of the Green Act Bond Form and the Bond Agreement to the Department of Consumer and Regulatory Affairs (DCRA) at 1100 4th St SW, Washington, DC 20024, Attention Asa Foss, Supervisory Green Building Inspector.
4. The DCRA Office of the General Counsel (OGC) will review the Green Act Bond Form and Bond Agreement. After OGC has approved the document:
  - a. One copy will go to the owner. The owner can either choose to pick up their copy of the original executed document at DCRA or DCRA will mail it back to the owner.
  - b. One copy will be maintained at DCRA with the Green Building Division