



1276 South Robert Street • West St. Paul, MN 55118 • Phone: 651-457-6842 • Fax: 651-457-7531 • www.patebonding.com

Collateral Guidelines

Collateral can be provided in one of the following forms:

- **Cashiers Check** – Checks need to be made payable to *Northern Escrow, Inc.* Funds are held by the escrow company until the Surety authorizes release.
- **Irrevocable Letter of Credit (ILOC)** – The Surety requires a specific form (see attached). Please provide Pate Bonding, Inc. a draft copy of the ILOC for approval prior to an original being sent.

Please note that the collateral is held at the surety's discretion. Generally, the length of time it is held is based on the statute in the state in which the work is being performed. The statute governs the period of time in which a valid claim can be filed against a bond. As an example, based on Minnesota State Statute, collateral is generally held by the Surety for 120 days past the date of acceptance as verified in writing by the Owner or, if written verification cannot be made, 120 days from the date of final payment.

Sample Irrevocable Letter of Credit
(Reproduced on Bank Letterhead)

Clean Irrevocable Letter of Credit No. _____
Date _____

Granite Re, Inc.
14001 Quailbrook Drive
Oklahoma City, OK 73134

Gentlemen:

At the request of (name of account providing credit) we, (name and physical address of Bank), have opened a CLEAN IRREVOCABLE LETTER OF CREDIT in your favor in the amount of \$(numerically and written) U.S. Dollars.

We warrant to you that all drafts under this CLEAN IRREVOCABLE LETTER OF CREDIT will be duly honored upon presentation of your draft on us at (physical address of bank) on or before the expiration date, or on or before any automatically extended date as set forth below.

This CLEAN IRREVOCABLE LETTER OF CREDIT expires on (date of expiration – typically 1 year), but will be automatically extended for additional and consecutive one year terms if you have not received by certified mail notification of our intention not to renew this CLEAN IRREVOCABLE LETTER OF CREDIT (30) days prior to the original expiry date and each subsequent expiry date.

Sincerely,

Authorized Signature (Must be an officer of the bank)

(Title)

**** INSTRUCTIONS:** *This format must be followed exactly; the Surety does not accept any changes or amendments to this form. Please fax a DRAFT of the Clean Irrevocable Letter of Credit for review and approval prior to issuing an original document. The draft should be faxed to Pate Bonding, Inc. at (651)457-7531. After approval, the original ILOC should be delivered to Pate Bonding, Inc., 1276 South Robert Street, West St. Paul, MN 55118. If you should have any questions, please don't hesitate to contact our office at (651)457-6842. Thanks! ***