



TOWN of  
WAKE FOREST

301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9400

www.wakeforestnc.gov

<b>Request for Performance Guarantee Release or Reduction</b>		Office Use Only: Date Received: _____ IDT Number: _____ Case Number: _____	
<b>Release Information</b>			
Name:			
Company Name:			
Mailing Address:			
City:		State:	Zip:
E-mail Address:		Phone Number:	
Project Name:	Bond Number:		Bond Amount:
Date Submitted: *Please note, backup justification is encouraged to expediate review and approval process			
<b>Type of Guarantee</b>		<b>Type of Request</b>	
Check One	<input type="checkbox"/> Letter of Credit <input type="checkbox"/> Surety Bond <input type="checkbox"/> Cash <input type="checkbox"/> Certified Check	Check One	<input type="checkbox"/> Release <input type="checkbox"/> Reduction Amount \$ _____
<b>To be completed by Town Staff</b> (mark appropriate approval)			
This performance guarantee is hereby approved for <input type="checkbox"/> release or <input type="checkbox"/> reduction in the amount of \$ _____ by Public Works Engineering.			
<input type="checkbox"/> This bond does not require Public Works Engineering authorization to release or reduce.			
<input type="checkbox"/> Public Works Engineering denies the <input type="checkbox"/> release or <input type="checkbox"/> reduction request for the following reason(s):			
Town Staff Signature _____		Date _____	
<b>To be completed by the Planning Department</b>			
This performance guarantee is hereby approved for <input type="checkbox"/> release or <input type="checkbox"/> reduction in the amount of \$ _____ by the Engineering Department.			
<input type="checkbox"/> This bond does not require Planning Department authorization to release or reduce.			
<input type="checkbox"/> The Planning Department denies the <input type="checkbox"/> release or <input type="checkbox"/> reduction request for the following reason(s):			
Planning Signature _____		Date _____	