

Guide for Determining Performance Guarantee Fields

[Please note: While drafting, the tracking feature should remain enabled]

Fields	What to Use
Address of Project, Portland, Maine	Reference Application Approval Letter
Amount of Performance Guarantee	Reference Grand Total on the Approved Cost Estimate Form
Application ID #	Reference Project's Approval Letter
Approval Date	See First Sentence of the Approval Letter which contains the Date of Approval. <i>(Note: If any amendments occurred following the approval, please list, "and amended on [add amendment date]"</i>
Date	The Date of the Agreement Indicates the Effective Start Date of the Agreement
Date one year from the date of this Letter of Credit [or] Escrow Account	The Expiration Date of the Agreement will be at least One-year from the Effective Date of the Agreement <i>[Note: If the one-year expiration date falls between October 30th and April 15th, the expiration should default to April 15th]</i>
Name of Applicant	Reference Entity Listed on Application Approval Letter <i>(Note: The entity eligible to post the Performance Guarantee must be the Applicant/Developer listed on the Approval Letter)</i>
subdivision and/ or site plan	Reference Application Approval Letter for Applicable Type of Approval. <i>(Ex. If pertaining to both, the text would read, "subdivision and site plan,")</i>

Additional Fields on Financial Institution Templates

(i.e. Letter of Credit or Escrow Account with Financial Institution)

ACCOUNT NUMBER	Any Number the Financial Institution Chooses to Assign the Agreement
Name of Bank/Credit Union	The Name of Financial Institution (i.e. the Surety) posting funds for the Applicant/Developer
Address of Financial Institution	Address of Financial Institution's Office Managing Letter of Credit and/or Escrow Accounts
Name	The Name of the Financial Institution's Authorized Signatory
Title	Title of Authorized Signatory