

SAMPLE

ADMINISTRATIVE HOLD ON SAVINGS ACCOUNT OR CERTIFICATE OF DEPOSIT

DATE:

**COUNTY OF GUILFORD
GREENSBORO, NORTH CAROLINA 27401**

Gentlemen:

_____ and _____ have requested _____ Bank of N.C. to place an administrative hold on Certificate of Deposit #_____ (or Savings Account) and is authorizing Guilford County to draw up to \$_____ but not exceeding \$_____ on the account should _____ fail to meet requirements on the grading plan titled _____, and perform in accordance with the ordinance or fail to substitute a satisfactory surety within one week of the expiry of this administrative hold when the project had not received final approval.

This confirms that the hold will be force upon notification by Guilford County and will remain in force for one year or until release in writing by an agent of Guilford County.

_____ Bank of N.C. has been informed by _____ and Guilford County that the right of Guilford County to draw on this account will be exercised only if _____ fail to comply with the erosion control requirements of the Guilford County Development Ordinance (including the requirement that a sufficient surety be in force until the project is given final approval).

Respectfully,

Assistant Vice-President
Branch Manager

Witnesses: