



Certificate of Deposit Assignment

Negotiable Instruments

I. PERFORMANCE GUARANTEES ARE:

LETTERS OF CREDIT
CERTIFICATES OF DEPOSIT
(CD'S)

II. INSTRUCTIONS FOR LETTERS OF CREDIT:

- a) The City of Villa Park is the beneficiary
- b) It should have an automatic extension clause c) Must be on a local bank or institution
- d) Must be accompanied by Minute Order except when accepting grading
- e) Must be accompanied by notarization for signature of assignor
- f) Must be accompanied by a notarization for signature of authorized officer of bank or institution
- g) Amount in figures should match the amount listed in words

III. INSTRUCTIONS FOR CERTIFICATES OF DEPOSIT:

- a) The City of Villa Park is the beneficiary or assignee
 - b) Must be accompanied by a Certificate of Deposit Assignment which has to be notarized c) Must be on a local bank or institution
 - d) Minimum maturity date shown on certificate shall be six (6) months
 - e) Face of certificate needs to state funds will be automatically rolled over after maturity date
 - f) Amount in figures must match with amount listed in words
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Certificate of Deposit Assignment

_____, hereinafter called ASSIGNOR, whose address is
NAME OF APPLICANT

_____ does hereby assign and set over to the
ADDRESS OF APPLICANT

City of Villa Park as ASSIGNEE, all right, title and interest of whatever nature, of assignor, in and the insured

account of the assignor in the _____ evidenced by Time Certificate of Deposit

In the amount of \$ _____, which is delivered to Assignee herewith.
BANK/SAVINGS & LOAN ASSOCIATES

Assignor agrees that this assignment carried with it the right in the insurance of the account by the

_____, and includes and give the right to the Assignee to redeem, collect,
APPROPRIATE FEDERAL INSURANCE AGENCY

and withdraw the full amount of such account at any time without notice of the Assignor: Assignor agrees that this assignment is given as security for the following:

Completion of **Grading** and **On site Drainage Improvements** under **Grading Permit #** _____

at _____, and that the Assignee may,

without notice to Assignor, redeem, collect, and withdraw the account for the purpose of having not fulfilled

with above agreement. Assignor hereby notifies the above named _____

of the assignment
APPROPRIATE FEDERAL INSURANCE AGENCY

Dated : _____
MONTH DAY YEAR

SIGNATURE OF ASSIGNOR

Grading Permit #: _____

Certificate #: _____

Place Notary Seal – Assignor

RECIPT FOR NOTICE OF ASSIGNMENT

Receipt is hereby acknowledged to the Assignee of written notice of the Assignment to said Assignee of the account and Certificate identified above. We have noted in our records the Assignee's interest in said account as shown by the above assignment and have retained a copy of this document. We hereby certify that we have received no notice of lien, encumbrance, hold, claim or obligation of the above-identified account prior to the assignment to the Assignee. We agree to make to the Assignee upon request.

Dated : _____
MONTH DAY YEAR

BANK OR SAVING & LOAN ASSOCIATES

AUTHORIZED OFFICER

Place Notary Seal – Assignor