

**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: