

INSTRUCTION

- ❖ Completing the “Subcontractor’s Application for Payment” is a requirement for all subcontracts. Invoices will not be accepted and will be returned to the Subcontractor for resubmission. This form must be notarized and should be complete with no blank spaces.
- ❖ Unless otherwise notified, all pay applications must be received in our office by the 25th of each month. Faxed copies are acceptable for processing, but the original must be received prior to payment being released. Any pay applications not received by the 25th will be processed as the next month’s billing.
- ❖ The “Statement of Contract Amount” should only include approved values.
 1. “Original Contract Amount” shall be the value of the original signed subcontract.
 2. “Approved Changes” shall only include the value of the change orders that have been **approved** and for which you have a signed change order. Verbal approvals should not be included.
 3. “Adjusted Contract Amount” shall be the sum of Lines #1 & 2
 4. “Value of Work Completed to Date” shall be the total value of the work completed through the date of the pay application, excluding change order work.
 5. “Value of Approved Change Orders” shall be the total value of the work for **approved** change orders completed through the date of the pay applications. Do not include values for change order work for which you do not have a signed change order.
 6. “Materials Stored on Site” shall be the value of materials on the job site only. Do not include values for materials stored at your facility.
 7. “Total (4 – 6)” shall be the sum of Lines #4, 5, & 6.
 8. “Less Amount Retained” shall be 10% of Line #7, unless prior arrangements have been made. Retainage must be withheld on all pay application except for the Retainage billing. You must submit a final pay request for Retainage.
 9. “Total Less Retainage” shall be Line #7 minus Line #8.
 10. “Total Previously Certified” shall be the value stated on Line #9 of your previous approved pay request, not the amount paid to you.
 11. “Amount of This Request” shall be Line #9 minus Line #10.
- ❖ Schedule of Values shall be included with the pay request, unless prior arrangements have been made.
- ❖ Payments shall be made to Subcontractor in accordance with the Subcontract Agreement upon receipt of the Subcontractor’s Lien Release, Subcontractor’s Affidavit, and Lien Releases for all subcontractors and suppliers who may have filed a Notice to Owner.
- ❖ Pay Applications not completed correctly and/or not approved by the Project Manager will be returned to the Subcontractor for resubmission.