

# Instructions for Application and Certificate for Payment and Continuation Sheet

## A. General Information

Application and Certificate of Payment should be prepared and submitted in conjunction with Continuation Sheet. The Continuation Sheet should be completed first.

## B. Completing the Continuation Form

**Heading:** This is specific project information.

**Columns A, B & C:** These columns should be completed by identifying the various portions of the project and their scheduled values consistent with the schedule of values submitted to Contractor at the commencement of the project.

**Column D:** Enter in this column the amount of completed work covered by the previous application (columns D & E from the previous application). Values from column F (Materials Presently Stored) from the previous application should not be entered in this column.

**Column E:** Enter here the value of work completed at the time of this application, including the value of materials incorporated in the project that were listed on the previous application under Materials Presently Stored (column F).

**Column F:** Enter here the value of Materials Presently Stored for which payment is sought. The total of the column must be recalculated at the end of each pay period. This value covers both materials newly stored for which payment is sought and materials previously stored which are not yet incorporated into the project.

**Column G:** This column will automatically total columns D + E + F.

**Column H:** This column will automatically calculate the difference between column C (Scheduled Value) and column G (Total Completed and Stored to Date).

**Column I:** This column will automatically calculate based on retainage rate on Application page (see subcontract for details).

**Change Orders:** List change orders separately under column B and complete Schedule of Values in column C.

## C. Completing the Application and Certificate of Payment

After completing the Continuation Sheet, the Application and Certificate of Payment should be completed

**Heading:** Complete the heading information.

**Change Orders:** Add addition and deductive change orders approved in previous months. List all change orders approved in the current month. Only change orders approved in the current month should be listed by change order number. All previously approved invoices should be subtalled and included in the "Change Orders Previously Approved by Contractor" section.

**Billing Information:** Totals will auto fill from the Continuation Sheet except for Item 7. Enter the total from line 6 from the prior Certificate of Payment. Please make sure that you have entered the Retainage Percentage on the first line of Item 5.

**Signatures:** The Subcontractor should sign and date the Application, have it notarized and submit it to Contractor along with completed Continuation and all appropriate lien releases.

**EXHIBIT "C"**

**SUBCONTRACTOR/SUPPLIER APPLICATION AND CERTIFICATE FOR PAYMENT**

(This Certificate is not negotiable. It is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the General Contractor

or Subcontractor/Supplier under their Contract)

PROJECT (Project Name, City & State):

ABC Shopping Center 13-000  
1245 Shopping Center Lane  
ABC Sho, SC 29607

REMIT TO (General Contractor):

Sherman Construction Company  
1330 Piedmont Hwy  
Piedmont, SC 29673

Sherman Construction Project Manager:

ARCHITECT: Architects Associates

ENGINEER: Engineer Associates

SUB/SUPPLIER (Payee): ACME Subcontractors

CONTRACT DATE: May 01, 2003

APPLICATION DATE: Jun 23, 2003 APPLICATION NO: 3

**CHANGE ORDER SUMMARY**

		ADDITIONS \$	DEDUCTIONS \$
Previous Change Order Totals From Previous Pay Applications		\$22,700.00	\$0.00
Changes Order This Application List Change Order Numbers		ADDITIONS \$	DEDUCTIONS \$
Number	Date Approved		
3	6/1/2003	\$3,500.00	
4	6/5/2003		-\$1,750.00
5		\$2,500.00	
TOTALS THIS PAY APP		\$6,000.00	-\$1,750.00
Net change by Change Orders		\$28,700.00	-\$1,750.00

PERIOD FROM: Jun 01, 2003 TO: Jun 30, 2003

Application is made for Payment, as shown below, in connection with the Contract.

(Construction project billing format and change order log is attached)

The present status of the account for this Contract is as follows:

1. ORIGINAL CONTRACT SUM (a)	\$	131,950.00
2. NET CHANGE BY CHANGE ORDER (Fee Included)	\$	26,950.00
3. CONTRACT SUM TO DATE (b)	\$	158,900.00
4. TOTAL COMPLETED & STORED TO DATE (d)	\$	44,250.00
5. RETAINAGE: <u>10.00%</u> % OF LINE 4	\$	4,425.00
6. TOTAL EARNED LESS RETAINAGE (= 4 - 5)	\$	39,825.00
7. LESS PREVIOUS PAYMENTS PAID (e)	\$	0.00
8. CURRENT PAYMENT DUE (h)	\$	39,825.00

In Accordance with the Contract and this Application, the Subcontractor/Supplier is entitled to payment in the amount shown on Line 8 above.

**AFFIDAVIT AND LIEN WAIVER**

For and in consideration of the Current Payment Due in line 8 and other valuable consideration the undersigned, Subcontractor/Supplier, hereby waives and releases any and all liens or claims including, without limitation, any lien or bond claim with respect to the construction of the referenced Project through the Application Date except for a claim for retainage in the amount shown in line 5.

Affidavit and Lien Waiver is contingent upon receipt by the undersigned for payment for labor, materials and/or services through the Application Date and for the total Amount completed and stored to Date less retention.

The undersigned warrants that all laborers and subcontractors employed by the undersigned and all materials and supplies furnished by the undersigned in connection with the construction of the improvements on the project identified above have been fully paid and no security agreement has been executed by the undersigned covering any part of the improvements constructed on the project.

The undersigned agrees to indemnify and hold SHERMAN CONSTRUCTION COMPANY INC and the project's owner harmless against any claim including, without limitation, any lien or bond claim asserted by or through it with respect to the project. The undersigned understands that SHERMANCONSTRUCTION COMPANY INC and the project's owner are relying on this lien waiver in order to make payments to parties entitled to funds for labor, services, materials and/or equipment on the project.

Furthermore, the undersigned certifies that all state and local sales and use taxes have been paid and will indemnify and hold SHERMAN CONSTRUCTION COMPANY INC harmless for all such taxes payable on account of the undersigned's work.

Subcontractor/Supplier:

By: \_\_\_\_\_ Date: \_\_\_\_\_

SHERMAN CONSTRUCTION COMPANY USE ONLY	FOR SUBCONTRACTOR/SUPPLIER USE
Vendor # :	Subcontract/Purchase Order #:
Job # :	
Task Code :	
Account :	
Amount :	
Approved by:	
Date approved:	

# CONTINUATION SHEET

SUBCONTRACTOR SUPPLIER : ACME Subcontractors Inc

APPLICATION NO. : 3

GENERAL CONTRACTOR'S PROJECT NO.: ABC Shopping Center 13-000

APPLICATION DATE : 6/23/2003

PERIOD TO: 6/30/2003

A ITEM #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	Concrete Paving/Sidewalks	\$15,000.00	\$5,000.00	\$7,500.00	\$0.00	\$12,500.00	83.33%	\$2,500.00	\$750.00
2	Concrete Paving/Sidewalks	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
3	Concrete Slab on Grade	\$15,000.00	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00	66.67%	\$5,000.00	\$500.00
4	Footing Concrete	\$55,000.00	\$20,000.00	\$20,000.00	\$0.00	\$40,000.00	72.73%	\$15,000.00	\$2,000.00
5	Tilt Up Wall Panels	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$0.00
6	Change Order 1 - 80-001	\$15,200.00	\$15,200.00	\$0.00	\$0.00	\$15,200.00	100.00%	\$0.00	\$0.00
7	Change Order 2 - 80-002	\$7,500.00	\$2,500.00	\$2,500.00	\$0.00	\$5,000.00	66.67%	\$2,500.00	\$250.00
8	Change Order 3 - 80-003	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$350.00
9	Change Order 4 - 80-004	(\$1,750.00)	\$0.00	(\$1,750.00)	\$0.00	(\$1,750.00)	0.00%	\$0.00	(\$175.00)
10	Change Order 5 - 80-005	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$250.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	<b>TOTAL</b>	\$131,950.00	\$62,700.00	\$44,250.00	\$0.00	\$106,950.00	81.05%	\$25,000.00	\$4,425.00