



# APPLICATION AND CERTIFICATE FOR PAYMENT

Attach Schedule of Values

<b>ASPD PROJECT#:</b>		<b>APPLICATION#:</b>		<b>DATE:</b>	
<b>PROJECT:</b>					
<b>TO OWNER:</b>					
Address:		Phone:			
		Email:			
<b>FROM CONTRACTOR:</b>					
Address:		Phone:			
		Email:			
<b>ARCHITECT/ENGINEER:</b>					
Address:		Phone:			
		Email:			
<b>TOTAL ORIGINAL CONTRACT:</b>					
<b>FULLY EXECUTED CHANGE ORDER(S):</b>					
<b>NUMBERS      THROUGH      TOTAL CONTRACT TO DATE:</b>					
<b>Work Completed to Date per attached Schedule of Values:</b>					
<b>Stored Materials:</b>					
<b>Total Completed Work and Stored Materials: (      % of Contract To Date)</b>					
<b>Less Retainage:</b> (5% of Total Completed Work & Stored Materials [TCWSM] is retained when TCWSM is less than 50% of Total Contract To Date [TCTD]. 0 is retained on final pay. app.)					
<b>Total Due:</b>					
<b>Less Total Previous Payments:</b>					
<b>Balance Due This Estimate:</b>					
<b>CONTRACTOR'S CERTIFICATION</b> The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.  <b>By:</b> _____ <b>Date:</b> _____ CONTRACTOR'S SIGNATURE <b>Name &amp; Title:</b> Sworn and subscribed before me this _____ day of _____  (SEAL) _____ CONTRACTOR'S SIGNATURE			<b>ARCHITECT'S/ENGINEER'S CERTIFICATION</b> In accordance with the Contract Documents, the Architect/ Engineer certifies to the Owner that, to the best of the Architect's/ Engineer's knowledge and belief, the Work has progressed to the point indicated herein, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount approved.  <b>By:</b> _____ <b>Date:</b> _____ ARCHITECT'S/ENGINEER'S SIGNATURE <b>Name &amp; Title:</b>		
<b>INSTRUCTIONS</b> <ul style="list-style-type: none"><li>• Date of first payment application cannot precede the Notice to Proceed's Begin Date.</li><li>• A change order must be fully executed before inclusion on a payment application.</li><li>• On a final payment application, all change orders must be fully executed and included.</li><li>• Contractor's signature date cannot precede the payment application date.</li><li>• Progress schedules must be included with non-final payment applications.</li><li>• One payment application per month may be submitted.</li><li>• Retainage is released when the Certificate of Substantial Completion is fully executed, all other close-out requirements per General Conditions Article 34 are completed and the final payment application is reviewed, approved and processed.</li></ul>				<b>APPROVAL</b> <b>By:</b> _____ OWNER <b>Name &amp; Title:</b> <b>Date:</b>	