**Construction Payment Application Template**

**Project Information**

* Project Name:
* Project Address:
* Contract Number:
* Owner/Client:
* Contractor:
* Architect/Engineer:
* Application Number:
* Application Date:
* Period Covered:

**Contractor Information**

* Contractor Name:
* Contractor Address:
* Contact Person:
* Phone Number:
* Email:

**Summary of Work**

* Original Contract Sum: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Net Change by Change Orders: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contract Sum to Date: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Completed & Stored to Date: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retainage**

* Percentage (%): \_\_\_\_\_\_
* Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Earned Less Retainage: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Less Previous Certificates for Payment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current Payment Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Balance to Finish, Including Retainage: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule of Values**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Description of Work | Scheduled Value ($) | Work Completed (Previous Applications) ($) | Work Completed (This Period) ($) | Materials Presently Stored ($) | Total Completed and Stored to Date ($) | % Complete | Balance to Finish ($) | **Retainage ($)** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

**Change Orders**

|  |  |  |
| --- | --- | --- |
| Change Order No. | Description | Amount ($) |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| Total |  |  |

**Certifications**

* **Contractor’s Certification:**

I hereby certify that the work performed and the materials supplied to date, as shown on the above, represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and the Owner relating to the above-referenced project.

Contractor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* **Architect’s/Engineer’s Certification:**

I have reviewed the above-referenced Contractor's Application for Payment, and I certify that to the best of my knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment in the amount certified.

Architect’s/Engineer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* **Owner’s Certification:**

I hereby certify that the Contractor is entitled to payment in the amount certified.

Owner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Supporting Documentation Checklist**

* Detailed Invoices
* Lien Waivers
* Payroll Reports
* Inspection Reports
* Photos of Work Progress
* Any Other Supporting Documents