**Monthly Pay Application Checklist**

**Checklist *MUST* be turned in with each pay application.**

***Deadline: Original Monthly Pay Applications and all supporting documents***

***Final drafts are due no later than the 20th of each month.***

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Month:** |  |
| **Project Name:** |  |
| **Project Number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Required documents** | **Yes** | **No** | **Comments** |
| AIA Documents G702 &G703 | **[ ]**  | **[ ]**  | Are the documents[ ]  Signed [ ]  Notarized [ ]  Stamped |
| Partial & unconditional lien waivers  | **[ ]**  | **[ ]**  | Partial waiver for current pay application Unconditional waiver for previously paid |
| Original invoices | **[ ]**  | **[ ]**  | Exhibit C-Owner Required, Exhibit D, E, and F |
| Certificate of Insurance on file: | **[ ]**  | **[ ]**  | Exhibit G-TCEQ/EPA Acknowledgement 3/8/19 |
| Updated monthly Sworn Statement of Payment Obligations | **[ ]**  | **[ ]**  | *Must meet or exceed contract requirements. Must have future expiration dates.* |
| **Is a 2nd tier subcontractor working for you? If so, the items listed below are needed for each 2nd tier subcontractor you employ.**  |
| Certificate of Insurance on file: | [ ]  | [ ]  | *Must meet or exceed contract requirements. Must have future expiration dates.* |
| 2nd tier’s unconditional lien waivers | [ ]  | [ ]  | Unconditional waiver for previously paid as subcontractor was paid through |
| **Suppliers of material / Equipment Rental**  |
| Unconditional lien waivers from each supplier | [ ]  | [ ]  | Unconditional waiver for previously paid |
| Certificate of Insurance on file if delivering | [ ]  | [ ]  |  |
| Stored materials off site | [ ]  | [ ]  | PicturesInsurance Certificate for warehouse or storage facility |

Signature: Date: