

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA Type Document

PAGE ONE OF _____

OWNER:

PROJECT:

APP NO. **1**

DISTRIBUTION TO:

PERIOD FROM _____

OWNER

ARCHITECT

CONTRACTOR

CONTRACTOR:

ARCHITECT:

ARCHITECT NO. _____

CONTRACT DATE: _____

CONTRACTOR'S APPLICATION FOR PAYMENT		
CHANGE ORDER SUMMARY		
Change orders approved in previous month by owner		ADDITIONS DEDUCTIONS
TOTAL		
Approved this month		
Number	Date appd.	
TOTALS		0
Net change by change orders		

The undersigned Contractor certifies that to the best of the Contractor's 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 the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____

Date: _____

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ _____
- 2. Net change by Change Orders \$ _____
- 3. CONTRACT SUM TO DATE (Line 1+/- 2) \$ _____
- 4. TOTAL COMPLETED & STORED TO DATE \$ _____
(Column D + E on G703)
- 5. RETAINAGE:
 - a. % of completed work _____
(Column D + E on G703)
 - b. 5% of Stored Material _____
(Column F on G703)
- Total retainage (Line 5a + b or Total in Column I of G703) \$ _____
- 6. TOTAL EARNED LESS RETAINAGE \$ _____
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ _____
(Line 6 prior Certificate)
- 8. CURRENT PAYMENT DUE \$ _____
- 9. BALANCE TO FINISH, PLUS RETAINAGE \$ _____
(Line 3 less Line 6)

State of: _____ County of: _____

Subscribed and sworn to before me this

day of
Notary Public:

INSTRUCTION SHEET

FOR AIA DOCUMENT G703

A. GENERAL INFORMATION

1. Purpose and Related Documents

AIA Document G702, Application and Certificate for Payment, is to be used in conjunction with AIA Document G703, Continuation Sheet. These documents are designed for use on Projects where the Contractor has a direct Agreement with the Owner. Procedures for their use are covered in AIA Document A201, General Conditions of the Contract for Construction, 1987 Edition.

2. Use of Current Documents

The user should consult the AIA, an AIA component chapter or a current AIA Documents List to determine the current edition of each document.

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B. COMPLETING THE G703 FORM:

Heading: This information should be completed in a manner consistent with similar information on AIA Document G702, Application and Certificate for Payment.

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 the Architect at the commencement of the Project or as subsequently adjusted. The breakdown may be by sections of the Work or by Subcontractors and should remain consistent throughout the Project. Multiple pages should be used when required.

Column C should be subtotaled at the bottom when more than one page is used and totaled on the last page. Initially, this total should equal the original Contract Sum. The total of column C may be adjusted by Change Orders during 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. Mere payment by the Owner for stored materials does not result in a deduction from this column. Only as materials are incorporated into the Project is their value deducted from this column and incorporated into column E (Work Completed—This Period).

Column G: Enter here the total of columns D, E and F. Calculate the percentage completed by dividing column G by column C.

Column H: Enter here the difference between column C (Scheduled Value) and column G (Total Completed and Stored to Date).

Column I: This column is normally used only for contracts where variable retainage is permitted on a line-item basis. It need not be completed on projects where a constant retainage is withheld from the overall contract amount.

Change Orders: Although Change Orders could be incorporated by changing the schedule of values each time a Change Order is added to the Project, this is not normally done. Usually, Change Orders are listed separately, either on their own G703 form or at the end of the basic schedule. The amount of the original contract adjusted by Change Orders is to be entered in the appropriate location on the G702 form.

Construction Change Directives: Amounts not in dispute that have been included in Construction Change Directives should be incorporated into one or more Change Orders. Amounts remaining in dispute should be dealt with according to Paragraph 7.3 in A201.

The following is an example of a Continuation Sheet for work in progress. Please note that dollar amounts shown below are for illustrative purposes only, and are not intended to reflect actual construction costs.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	Mobilization	5,000	5,000	0	0	5,000	0	NOT APPLICABLE TO CONSTANT RATE RETAINAGE
2	STUMP REMOVAL	5,000	5,000	0	0	5,000	0	
3	EARTH WORK	15,000	10,000	5,000	0	15,000	0	
4	LOWER RETAINING WALL	10,000	0	5,000	0	5,000	5,000	
5	CURBS & MISC. CONC.	5,000	0	0	0	0	5,000	
6	PAVING, UPPER DRIVE	20,000	0	0	0	0	20,000	
7	PAVING, LOWER DRIVE	20,000	0	0	0	0	20,000	
8	PAVERS	20,000	0	0	10,000	10,000	10,000	
9	BRICK WORK	5,000	0	0	0	0	5,000	
		105,000	20,000	10,000	10,000	40,000	65,000	