

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: East side Union High School District  
830 North Capitol Avenue  
San Jose CA 95133

APPLICATION NO: \_\_\_\_\_  
 APPLICATION DATE: \_\_\_\_\_  
 PO# \_\_\_\_\_  
 CONTRACT DATE: \_\_\_\_\_  
 PERIOD TO: \_\_\_\_\_  
 DSA # \_\_\_\_\_

FROM CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
 PROJECT CODE: \_\_\_\_\_

## CONTRACTOR'S APPLICATION FOR PAYMENT

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 G on G703) \_\_\_\_\_
- 5. RETAINAGE:
  - a. 5 % of Completed Work \_\_\_\_\_  
(Column D + E on G703)
  - b. 5 % of Stored Material \_\_\_\_\_  
(Column F on G703)
  - Total Retainage** (Lines 5a + 5b) \_\_\_\_\_
- 6. TOTAL EARNED LESS RETAINAGE  
(Line 4 Less Line 27 Total) \_\_\_\_\_
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 4 Less Total Retainage) \_\_\_\_\_
- 8. **CURRENT PAYMENT DUE** \_\_\_\_\_
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous Months by Owner		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

## CONTRACTOR

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 for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's 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 of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . \$ \_\_\_\_\_

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

ARCHITECT:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## CONSTRUCTION MANAGER

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Construction Manager certifies to the Owner that to the best of the Construction Manager's 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 of the AMOUNT CERTIFIED.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

## PROJECT INSPECTOR

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Project Inspector certifies to the Owner that to the best of the Project Inspector's 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 of the AMOUNT CERTIFIED.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

# SCHEDULE OF VALUES CONTINUATION SHEET

Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NO: \_\_\_\_\_  
 APPLICATION DATE: \_\_\_\_\_  
 PERIOD TO: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_  
 PROJECT CODE: \_\_\_\_\_

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 % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE  0.05
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Condition								
	Overhead & Profit								
	Supervision								
	Bonds and Insurance (= < 2%)								
	Mobilization (= < 1%)								
	Layout								
	Submittals (= < 3%)								
	Division 1 thru 33 (BREAK OUT & ADD LINES as applies)								
	Labor								
	Materials								
	Testing								
	Training								
	Demobilization								
	Punch List								
	Close-Out/Certification Documentation (= > 5%)								
	Change Order # 1 (If applicable)								
	<b>GRAND TOTALS</b>								

**COLOR LEGEND:**  
 Blue: required but % is at the discretion of CM  
 Red: required at % noted, NO EXCEPTIONS  
 Black: if item pertains to your scope

TIPS:

Fill in your Schedule of Value first and the values will automatically transfer to page one (G702) of your pay application.

G702:

- \* Pay close attention to the upper right-hand corner of the G702 for information that is required on all pay apps ie: Application No., Application Date, PO#, Contract Date, Period To Date and DSA # if applicable.
- \* Through dates for ALL waivers (both conditionals and unconditionals) must match the Through Date on the pay app in which the work occurred. This is for BOTH the General Contractor AND any and all subs.
  1. Signed date of Conditional Waiver can be signed prior to Through Date
  2. Signed date of Unconditional Waiver must be signed same as Through Date of Conditional Waiver or after when payment is received
  3. Application Date must not be prior to Through Date
- \* Make sure you are providing the CORRECT waiver type ie: Conditional and Release on Progress **vs** on Final.
- \* For retention pay apps: leave the actual retention amount in line 5, do NOT leave it zero.
- \* The official Project Name and Project Number can be found on page one of your Purchase Order.

Schedule of Values:

- \* Do NOT delete any categories from the sample SOV Column B "Description of Work" on your pay app Schedule of Values.
- \* The legend at the bottom of the sample SOV will guide you as to what is required. If you feel a category does NOT pertain to you other than the items noted in black, do NOT delete the category but rather leave it zero.
- \* You will be contacted in writing via email if a correction needs to be made for your pay app to be accepted for further processing.