



To: All Contracted Subcontractors
From: Accounts Payable
Re: Project Payment Application Requirements

All Applications for Payment must be submitted to Gulfcoast Consulting Group, Inc. on the following forms:

- AIA Document G702 – Application and Certification for Payment
- AIA Document G703 – Continuation Sheet

All requests for payment not presented on the AIA G702 and G703 (blank copies attached) will be returned for resubmittal.

If you have any questions or concerns pertaining to the required payment applications, please contact Lerin Byrd at (239)454-7304 ext. 101 or by email at LByrd@gcg-designbuild.com

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER:

PROJECT:

APPLICATION NO: _____

PERIOD TO: _____

VIA ARCHITECT:

CONTRACT FOR:

CONTRACT DATE

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.

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.

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. _____ % of Completed Work \$ _____
 - b. _____ % of Stored Material (Column F on G703) \$ _____
Total Retainage (Lines 5a + 5b 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 from prior Certificate) \$ _____
8. CURRENT PAYMENT DUE \$ _____
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ _____

CONTRACTOR:

By: _____ Date: _____

State of Florida County of Lee

Subscribed and sworn to before me this _____ day of _____

Notary Public:

My Commission expires: _____

AMOUNT CERTIFIED \$ _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Current Month Change Orders		
Previous Months Change Orders		
TOTALS		
NET CHANGES by Change Order		

(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: _____

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.

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

