



## ***SUBCONTRACTOR PAYMENT APPLICATION CHECKLIST***

All Subcontractors and Major Material Suppliers:

The following documents are required with ALL applications for payment and must be submitted as **ONE** file.

**FAILURE TO SUBMIT ANY ITEMS LISTED BELOW WILL RESULT IN PAYMENT APPLICATIONS BEING REJECTED AND NOT PROCESSED UNTIL A COMPLETE AND ACCURATE APPLICATION IS SUBMITTED.**

- PAY APPLICATION CHECKLIST ACKNOWLEDGEMENT** – REVIEW AND SIGN THE ACKNOWLEDGEMENT AT THE BOTTOM OF THIS PAGE. **ATTACH THIS COVER SHEET TO ALL PAYMENT APPLICATIONS.**
- SUBCONTRACTOR INVOICE** – PROVIDE COMPANY INVOICE WITH PAY APP REQUESTED AMOUNT.
- APPLICATION FOR PAYMENT** – PROVIDE A COMPLETE APPLICATION FOR PAYMENT ON AIA G702 & G703 FORMS OR AN ALTERNATE FORM ACCEPTABLE TO LEVEL 3 CONSTRUCTION, INC.
- 2<sup>nd</sup> TIER SUBCONTRACTOR/SUPPLIER LIST** – PROVIDE A COMPLETE 2<sup>nd</sup> TIER SUBCONTRACTOR/SUPPLIER LIST SIGNED.
- SUBCONTRACTOR LIEN WAIVER** – PROVIDE A CURRENT CONDITIONAL / UNCONDITIONAL LIEN WAIVER AND RELEASE FOR YOUR COMPANY.
- 2<sup>nd</sup> TIER SUBCONTRACTOR/SUPPLIER/VENDOR WAIVERS** – PROVIDE A CONDITIONAL / UNCONDITIONAL LIEN WAIVER FOR EVERY SUBCONTRACTOR/SUPPLIER/VENDOR OVER \$5,000 USED ON THE PROJECT. PROVIDE THIS EVERY MONTH EVEN IF NO WORK OCCURRED DURING THE BILLING PERIOD AND A ZERO DOLLAR WAIVER IS REQUIRED. CONDITIONAL AND UNCONDITIONAL SIDES MUST BE FILLED OUT. IF NOT APPLICABLE, WRITE IN “N/A” AND SIGN BOTH SIDES.

THE FOLLOWING ITEMS WILL ALSO RESULT IN A PAYMENT HOLD IF NOT RECEIVED BY OUR OFFICE PRIOR TO SUBCONTRACTOR PAYMENTS BEING RELEASED:

- EXECUTED SUBCONTRACT
- CURRENT INSURANCE COMPLIANCE STATEMENT
- CURRENT LIABILITY AND WORKER’S COMPENSATION INSURANCE CERTIFICATE W/ ADDITIONAL INSURED ENDORSEMENT
- 2<sup>ND</sup> TIER SUBCONTRACTOR/SUPPLIER LIST
- SUBCONTRACTOR SAFETY SUBMITTAL FORM
- W-9 FORM
- PROJECT SPECIFIC ITEMS – CERTIFIED PAYROLL, MATERIAL TAX RECORDS, ETC.

SUBCONTRACTOR ACKNOWLEDGEMENT:

I HEREBY CERTIFY THAT I HAVE REVIEWED THE REQUIREMENTS FOR PAYMENT LISTED ABOVE AND IN THE LEVEL 3 CONSTRUCTION, INC. SUBCONTRACT AGREEMENT. I ACKNOWLEDGE THAT FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS SHALL BE GROUNDS FOR WITHHOLDING OF PAYMENTS IN ACCORDANCE WITH LEVEL 3 CONSTRUCTION, INC. POLICY.

X \_\_\_\_\_  
Signature Printed Name / Title Date