



SUBCONTRACTOR PAYMENT APPLICATION CHECKLIST

All Subcontractors and Major Material Suppliers:

The following documents are required with all Payment Applications 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.**

- ☐ **Subcontractor Payment Application Checklist** – Review, sign and date this form at the bottom of this page.
- ☐ **Application For Payment** - Procore Pay Application cover page signed and dated. Fill out SOV per projected % complete for the month (This will be exported as your AIA G702/703 Pay Application).
- ☐ **Subcontractor Invoice** - Provide Company invoice matching Line #8 on the Procore Pay Application cover page.
- ☐ **Supplier List / 2nd Tier Subcontractor** - Provide a complete 2nd tier Subcontractor/Supplier list signed. If not Applicable, Write N/A on the form, sign and provide Out of Stock Material Certificate
- ☐ **Out Of Stock Material Certificate** - Needed if there are no Sub-Tiers or Vendors.
- ☐ **Procurement Log** - Subcontractor will need to include an updated material Procurement Tracker/Log for each billing period (See Attached Form) Material to include in the log are but not limited to: All long lead items, material that requires a deposit and any material that is not readily available for immediate installation.
- ☐ **PCO Log** - List any potential Change Orders on the Level 3 Potential Change Order Log for the current billing month.
- ☐ **Subcontractor Lien Waiver** - Provide the Conditional/Unconditional Lien Waiver Release for each billing period.
- ☐ **2nd Tier Subcontractor/Supplier Waivers** - Provide a Conditional/Unconditional Lien Waiver for **EVERY** Subcontractor/Supplier/Vendor used on the project. These are due every month even if there is nothing to bill till the Unconditional Waiver and Release on Final Payment is received. *Please note the Unconditional Lien release will be due once payment has been received*

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 Workers Compensation Insurance Certificate with Additional Endorsement
- ☐ Subcontractor Safety Submittal Form
- ☐ W-9
- ☐ 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 payment in accordance with the Level 3 Construction Inc. Policy.

X _____
Signature Printed Name / Title Date