

ATTENTION ACCOUNTING

The following items must be submitted with each pay application and emailed to the specific Project Manager for the project you are submitting on. They are due no later than the 25th of the month and amounts should be reasonably projected through the end of the month.

Monthly Billing Check List

- ✓ Pay Application (F-1), complete all sections including lien release section and notary. Change orders that are not fully executed should not be included in contract amount.
- ✓ Schedule of Values (F-2), completed to match pay application.
- ✓ Invoice, with amounts that match or add up to pay application.
- ✓ Subtier/Suppliers List (F-3) listing all subcontractors and suppliers used that month.
- ✓ Subtier/Suppliers Lien Releases (F-4), a lien release from all subcontractors and suppliers owed more than \$1,000.00 must be completed. Petersen Brothers Construction reserves the right to joint check all subcontractors and suppliers of more than \$1,000.00 regardless of aging status.
- ✓ Verify all licenses and insurances are in place and current

Thank you,

Petersen Brothers Construction

SubContract Exhibit "F-2"

Pay Application # _____

Project:
 PBC Project Manager:
 SubContractor:

Original Contract	Item	Description of Work	Scheduled Value	Previous Work Completed	Total Completed & Stored to Date	% Complete	Balance to Finish	Retainage
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							
	14							
15								
		Original Contract Amount						
		Total Previous Payments						
		Work Completed this Billing						

Change Orders	Item	Description of Work	Scheduled Value	Previous Work Completed	Total Completed & Stored to Date	% Complete	Balance to Finish	Retainage
	1							
	2							
	3							
	4							
	5							
		Original Contract Amount						
		Total Previous Payments						
		Work Completed this Billing						

Listing of Sub-Tier SubContractors and Suppliers Due Funds on this Project

SubContractor:

Project Name:

Period: to

Pay Application #:

Were SubContractors or Suppliers used during this Billing Period? _____ Yes _____ No

If Yes, ALL subcontractors and suppliers for this project that provided material, labor, equipment and/or services and/or are due any payments this month in excess of \$1,000.00 along with balances due, must be listed below, even if no amounts are owed at this pay Application date.

SubContractor	Contact Person	Phone #	Amount Due

Supplier	Contact Person	Phone #	Amount Due

I hereby certify that the above statement is complete and accurate. I further certify that no other subcontractors or suppliers have provided material, labor, equipment and/or services in excess of \$1,000.00 whether under contracts, agreements, verbal or written or under any other arrangement of any type other than those listed above and the undersigned does hereby release and agrees to defend Owner and Petersen Brothers Construction from any other claim or liability therefore for the period covered by the Pay Application

X _____ Title: _____ Date: _____
(The person signing above does hereby certify that he or she is fully authorized and empowered to execute this instrument)

SubContractor Exhibit "F-4"

SubContractor:

Project Name:

Period: _____ to _____

Pay Application #:

SubTier/Supplier

Phone:

Contact Person

CONDITIONAL RELEASE OF CLAIMS OF LIEN:

The undersigned hereby certifies that he/she has applied to be paid \$ _____ which is payment for material, labor equipment or services to _____ for the month ending _____ for the _____ Project. When the check is issued for payment of the current Application and has been properly endorsed and has been paid by the Bank upon which it is drawn, this document shall become effective to release Pro Tanto any Mechanics Liens, Stop Notices, or Bond Rights, the undersigned has on the Project. The undersigned further certifies that the amount of his/her current Application for Payment represents the estimated total amount owing to him/her for material, labor equipment or services excluding retention, furnished to the Project through and including this date: _____

UNCONDITIONAL RELEASE OF CLAIMS OF LIEN:

The undersigned hereby certifies that he/she has applied to be paid \$ _____ which is payment for material, labor, equipment or services to _____ for the month ending _____ for the _____ Project and does hereby fully and completely release and discharge any right or claim to all Mechanics Liens, Stop Notices, or Bond Rights, or any right or claim against any labor or material or other bond against the described Project. The undersigned also hereby releases and discharges the Owner and Petersen Brothers Construction from any and every liability arising out of material, labor equipment and/or services furnished to the Project through said date and agrees to indemnify and defend the Owner and Petersen Brothers Construction from and against all claims, demands, damages or cost, including attorney's fees, which the Owner and Petersen Brothers Construction may incur by virtue of claimant's failure to have paid or satisfied any of such obligations or indebtedness.

X _____ Title: _____ Date: _____
(The person signing above does hereby certify that he or she is fully authorized and empowered to execute this instrument)

State of Idaho, County of _____

On this _____ day of _____, 20____, before me personally appeared _____ to me known to be the _____ of _____ that executed the within and forgoing instrument and acknowledged said instrument for the uses and purposed therein mentioned and affirms that he is authorized to execute this instrument on behalf of aforementioned entity. IN WITNESS HEREOF, I have hereunto set my hand and affixed my official seal the day and year first written

X _____
Notary Public in and for the State of Idaho
Residing at _____
My Commission Expires _____

Please complete the schedule of values and provide unconditional releases from Subcontractors and suppliers as part of this Payment Application