



**ATTACHMENT 8 – ACCOUNTING & REPORTING FORMS**

State of \_\_\_\_\_

County of \_\_\_\_\_

**SUBCONTRACTOR’S AFFIDAVIT OF RELEASE OF LIENS**

I, \_\_\_\_\_, a member of the firm of \_\_\_\_\_ of \_\_\_\_\_

being first duly sworn on oath depose and say:

- 1. That to my personal knowledge all accounts for labor, material, supplies, rental of equipment and all other obligations in connection with or arising out of, and all claims, counterclaims or disputes in connection with contract for

\_\_\_\_\_ (Job Description and Identification)

with **The MacMillin Company, Inc.** (Name of Owner, General Contractor, etc.)

have been paid in full or settled except unbilled portions of the contract and retainage.

- 2. That the total amount of said contract is \$ \_\_\_\_\_
The amount received to date is \$ \_\_\_\_\_
The amount of balance due is \$ \_\_\_\_\_

- 3. That the funds received in the amount of the balance due will be used insofar as is necessary in satisfying the outstanding debts.

- 4. This affidavit is given by the Affiant for the purpose of waiving and releasing any and all liens, claims, or right to lien in, on or to the above described buildings, improvements and premises.

\_\_\_\_\_ (Signature of Affiant)

Subscribed and sworn to before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. In testimony whereof, witness my hand and official seal. My commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

PAGES

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

APPLICATION NO:

PROJECT:

PERIOD TO:

VIA ARCHITECT:

PROJECT NOS:

CONTRACT DATE:

CONTRACT FOR:

**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 that the Contractor has received from the owner, and that the amount shown herein is now due

SAMPLE

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 (Column D + E on G703) \$
  - b. % of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00
8. CURRENT PAYMENT DUE \$ 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

**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.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$0.00</b>	

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

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THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5028

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<h1>SAMPLE</h1>									
<b>GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Exhibit C

SUMMARY OF CHARGES

for Service Orders completed on a Time and Material basis in conjunction with the Master Subcontract

Agreement between \_\_\_\_\_ and The MacMillin Co., Inc.
(Subcontractor)

The basis for charges on a Time and Material Service Order are as follows (\*):
(List all applicable customary charges for labor, mark-ups on material, equipment, sub-sub contracts, travel, etc.)

BASE RATES:

Supervisor, Foreman, Master, etc.: \$ \_\_\_\_\_ / HR
Journeyman, Mechanic, Carpenter, etc.: \$ \_\_\_\_\_ / HR
Apprentice, Laborer, etc.: \$ \_\_\_\_\_ / HR
Other: \_\_\_\_\_ \$ \_\_\_\_\_ / HR
(Specify)

OTHER RATES:

Overtime: [ ] \_\_\_\_\_ x Hourly Rate
Sunday / Holiday: [ ] \_\_\_\_\_ x Hourly Rate
On Call: [ ] \_\_\_\_\_ x Hourly Rate
Other: \_\_\_\_\_ [ ] \_\_\_\_\_
(Specify)

MATERIAL: Cost + \_\_\_\_\_ % (Overhead) + \_\_\_\_\_ % (Profit)

EQUIPMENT: Cost + \_\_\_\_\_ % (Overhead) + \_\_\_\_\_ % (Profit)

SUBCONTRACTORS / VENDORS: Cost + \_\_\_\_\_ % (Overhead) + \_\_\_\_\_ % (Profit)

SPECIAL NOTATION:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

ATTACH AND IDENTIFY RATE SHEETS IF LISTED ELSEWHERE

\* Changes to this summary can only be made with a revised Exhibit "C" or with a new Service Order identifying listed rates as the cost basis. To revise Exhibit "C," notify MacMillin in writing and obtain written acknowledgement.

The above rate schedule is acknowledged:

SUBCONTRACTOR:

MACMILLIN / CONTRACTOR:

(Subcontractor Name)

THE MACMILLIN COMPANY, INC.

By: \_\_\_\_\_
Signature

By: \_\_\_\_\_
Signature

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_