

ANATOMY OF AN  
**AIA BILLING**

**PART 1: G702**

# First AIA job?

If you've landed your first AIA job or are thinking about bidding on one, you might be feeling a bit overwhelmed about the AIA billing process. **It has a reputation of being cumbersome and frustrating — but it doesn't have to be.**

In our **three-part series on AIA billing basics**, we're walking you through:

An Overview of the  
AIA Billing Process  
(Part 1)

The Anatomy of  
AIA Billing Forms  
(Part 2)

How FOUNDATION  
Can Help You Perform  
AIA Billings (Part 3)



First of all, there are typically two different documents that make up a usual billing:

**G702**

Application and Certification for Payment

**G703**

Continuation Sheet

First, we'll break down the G702 so you can see what each piece means.

**Disclaimer:**

Both Document G702™ and Document G703™ are copyrighted by the American Institute of Architects. We'll be showing you AIA-type documents for use with progress billing.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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TO (OWNER): Submittal 13 Brunswick, OH 44212	PROJECT: Brunsvige Dr. Ruffel #1 Submittal 13 Brunswick, OH 44212	APPLICATION NO.: 5 PERIOD TO: 8/30/2017	DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverside Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO.:	

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 Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$ 17,000.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Lines 1 + 2)	\$ 21,196.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,896.40

5. RETAINAGE

a. 50.00% of Completed Work	\$ 1,212.66
b. 10.00% of Stored Material	\$ 79.66
Total Retainage (Line 5a + 5b)	\$ 1,292.32

6. TOTAL BILLED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 11,606.70

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates) \$ 7,641.06

8. CURRENT PAYMENT DUE \$ 4,565.70

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 8) \$ 6,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>3,500.00</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>	<b>3,500.00</b>	

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to the amount certified.)

ARCHITECT: \_\_\_\_\_ 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 the Contract.

	ADD	DED	NET	RET	TOTAL	RET	TOTAL
4 Four	133.00	0.00	66.50	66.50	133.00	100.00	0.00
5 Five	322.00	0.00	0.00	0.00	322.00	0.00	322.00
6 Six	321.00	256.80	0.00	0.00	296.80	64.20	256.80
7 Seven	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
8 Eight	3,222.00	966.60	0.00	0.00	966.60	30.00	2,255.40
<b>Totals:</b>	<b>4,396.00</b>	<b>1,223.40</b>	<b>66.50</b>	<b>66.50</b>	<b>1,396.40</b>	<b>27.14</b>	<b>3,641.66</b>
<b>Change Orders</b>							
9 CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00
<b>CO TOTALS:</b>	<b>3,500.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>57.14</b>	<b>1,500.00</b>
<b>REPORT TOTALS</b>	<b>\$21,196.00</b>	<b>\$7,823.40</b>	<b>\$4,306.50</b>	<b>\$766.50</b>	<b>\$12,896.40</b>	<b>60.64</b>	<b>\$8,301.66</b>

Page 2 of 2

DISTRIBUTION TO:  
OWNER  
ARCHITECT  
CONTRACTOR

**RETAINAGE**

	00	800.00
	00	64.00
	00	70.00

# G702: An Overview

The G702 generally contains:

[Header](#)

[Application for Payment](#)

[Change Order Summary](#)

[Contractor's Signature](#)

[Certificate for Payment](#)

Now let's zoom in to each one in order — or, click on the section you're interested in to skip ahead.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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TO (OWNER): Sublot 13 Brunswick, OH 44212	PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	APPLICATION NO: S PERIOD TO: 6/30/2017	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:	

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 Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$ 17,698.00
2. Net Change by Change Orders .....	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ 12,898.40
<b>5. RETAINAGE:</b>	
a. 10.00% of Completed Work .....	\$ 1,212.99
b. 10.00% of Stored Material .....	\$ 78.65
Total retainage (Line 5a + 5b) .....	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$ 11,606.76
<small>(Line 4 less Line 5 Total)</small>	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 7,041.06
<small>(Line 6 from prior Certificate)</small>	
8. CURRENT PAYMENT DUE .....	\$ 4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$ 9,581.24
<small>(Line 3 less Line 6)</small>	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Header

Just like any invoice, the header provides basic information about the job, who's doing the billing, who's receiving the bill.

**AIA Type Document**  
**Application and Certification for Payment**

Page 1 of 2

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<b>TO (OWNER):</b> Sublot 13 Brunswick, OH 44212	<b>PROJECT:</b> Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	<b>APPLICATION NO:</b> 2 <b>PERIOD TO:</b> 8/30/2017	<b>DISTRIBUTION TO:</b> _ OWNER _ ARCHITECT _ CONTRACTOR
<b>FROM (CONTRACTOR):</b> ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	<b>VIA (ARCHITECT):</b>	<b>ARCHITECT'S PROJECT NO:</b>	

**CONTRACT FOR:** \_\_\_\_\_ **CONTRACT DATE:** \_\_\_\_\_

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**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40

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.

**CONTRACTOR:** ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

# The Header

In the AIA application, whatever business entity is paying the bill would be the owner listed in the header.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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<b>TO (OWNER):</b> 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	APPLICATION NO: 2 PERIOD TO: 2/28/2009
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:

CONTRACT FOR:

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**CONTRACTOR'S APPLICATION**  
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....		
2. Net Change by Change Orders .....		
3. CONTRACT SUM TO DATE (Line 1 + 2) .....		
4. TOTAL COMPLETED AND STORED TO DATE .....		
5. RETAINAGE:		
a. 0.00 % of Completed Work	\$ 0.00	State of:
b. 0.00 % of Stored Material	\$ 0.00	County of:

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

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**TO (OWNER):** 10700 Pearl Road  
Strongsville, OH 44212

# The Header

The contractor issuing the billing application would be listed in the header as well. In this case, it would be your company.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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TO (OWNER): 10700 Pearl Road  
Strongsville, OH 44212

PROJECT: Dean Strop - Remodel  
10700 Pearl Road  
Strongsville, OH 44212

APPLICATION NO: 2  
PERIOD TO: 2/28/2009

DISTRIBUTION TO:  
\_ OWNER  
\_ ARCHITECT

**FROM (CONTRACTOR): ABC Contractors**  
456 Riverview Avenue  
Rocky River, OH 44116

CONTRACT FOR:

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$		CONTRACTOR: ABC Contractors
2. Net Change by Change Orders .....	\$	3,500.00	456 Riverview Avenue Rocky River, OH 44116
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00	
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,129.90	

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

5. RETAINAGE:

a. _____ 0.00 % of Completed Work	\$	0.00
b. _____ 0.00 % of Stored Material	\$	0.00

# The Header

The "Project" area lists the name and address of the project for which you're billing, typically, as it was named in your contract.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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<b>TO (OWNER):</b> 10700 Pearl Road Strongsville, OH 44212	<b>PROJECT:</b> Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	<b>APPLICATION NO:</b> 2 <b>PERIOD TO:</b> 2/28/2009
<b>FROM (CONTRACTOR):</b> ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	<b>VIA (ARCHITECT):</b>	<b>ARCHITECT'S PROJECT NO:</b>

**DISTRIBUTION TO:**  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**CONTRACT FOR:**

**CONTRACTOR'S APPLICATION FOR PAY**  
Application is made for Payment, as shown below, in connection with the Contract and the Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$ _____
2. Net Change by Change Orders .....	\$ _____
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ _____
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ _____

5. RETAINAGE:

a. _____ 0.00 % of Completed Work	\$ _____	0.00
b. _____ 0.00 % of Stored Material	\$ _____	0.00

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

**PROJECT:** Dean Strop - Remodel  
10700 Pearl Road  
Strongsville, OH 44212

# The Header

In the “Contract For” area, would be a brief description of the contract, such as “General Construction” or “Foundation and Excavating.”

The “Contract Date” is when the contract was fully executed.

Page 1 of 2

TO (OWNER) **CONTRACT FOR:** DISTRIBUTION  
TO: OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): ABC Contractors  
456 Riverview Avenue  
Rocky River, OH 44116

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

**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 Type Document 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.

CONTRACTOR: ABC Contractors

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	
5. RETAINAGE:		
a. 0.00% of Completed Work	\$	
b. 0.00% of Stored Material	\$	0.00

County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

**CONTRACT DATE:**

# The Header

When an architectural firm is involved in the project, the name and address of the firm would be listed, as well as the architect's project number for the job.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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<b>TO (OWNER):</b> 10700 Pearl Road Strongsville, OH 44212	<b>PROJECT:</b> Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	<b>APPLICATION NO:</b> 2 <b>PERIOD TO:</b> 2/28/2009
<b>FROM (CONTRACTOR):</b> ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	<b>VIA (ARCHITECT):</b>	<b>ARCHITECT'S PROJECT NO:</b>

---

**CONTRACT FOR:** \_\_\_\_\_ **CONTRACT DATE:** \_\_\_\_\_

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application Continuation

1. ORIGINAL	The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Contract Documents is complete and ready for payment.
2. Net Change	
3. CONTRACT	
4. TOTAL	
5. RETAINAGE:	
a. 0.00 % of Completed Work	\$ 0.00
b. 0.00 % of Stored Material	\$ 0.00

**CONTRACTOR:** \_\_\_\_\_

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

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

**VIA (ARCHITECT):**

**ARCHITECT'S PROJECT NO:**

# The Header

Since AIA billing applications are issued on a regular basis, the application number and end date of the application's billing period are listed in the header as well.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

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TO (OWNER): 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	<b>APPLICATION NO: 2</b> <b>PERIOD TO: 2/28/2009</b>
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:

CONTRACT FOR:

---

**CONTRACTOR'S APPLICATION**  
Application is made for Payment, as shown below, in accordance with the AIA Contract Documents. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....		
2. Net Change by Change Orders .....	\$ 3,000.00	
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 21,198.00	
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ 12,129.90	

5. RETAINAGE:

a. 0.00 % of Completed Work .....		\$ 0.00
b. 0.00 % of Stored Material .....		\$ 0.00

By: \_\_\_\_\_ Date: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

**APPLICATION NO: 2**  
**PERIOD TO: 2/28/2009**

# The Header

The distribution list allows you to indicate each of the parties to receive a copy of the application.

AIA Type Document  
Application and Certification for Payment Page 1 of 2

---

TO (OWNER): 10700 Pearl Road  
Strongsville, OH 44212

FROM (CONTRACTOR): ABC Contractors  
456 Riverview Avenue  
Rocky River, OH 44116

CONTRACT FOR:

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,129.90

5. RETAINAGE:

a. 0.00 % of Completed Work \$ 0.00

b. 0.00 % of Stored Material \$ 0.00

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

**DISTRIBUTION TO:**

- OWNER
- ARCHITECT
- CONTRACTOR

**DISTRIBUTION TO:**

- OWNER
- ARCHITECT
- CONTRACTOR

# The Application for Payment

This section is a summary of the contract, previous applications and the current application.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

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

My Commission Expires \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Application for Payment

Line 1 lists the amount agreed upon for the job before any change orders.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document 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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_  
State of: \_\_\_\_\_

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00

2. Net Change by Change Orders ..... \$ 3,500.00

3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00

4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
25% of Completed Work ..... \$ 4,274.50

6. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 5) ..... \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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 to 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.

# The Application for Payment

The total of all approved change orders for the job is listed on Line 2.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document 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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_  
State of: \_\_\_\_\_

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE: 25% of Completed Work .....	\$	5,299.50

6. 1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
7. 2. Net Change by Change Orders .....	\$	3,500.00
8. 3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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 to 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.

# The Application for Payment

The sum or difference of Lines 1 and 2 give you the contract amount to date (Line 3).

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document 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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE: 25% of Completed Work .....	\$	5,299.50

6.	1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
7.	2. Net Change by Change Orders .....	\$	3,500.00
8.	3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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 to 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.

# The Application for Payment

Line 4 is the sum of your work completed from previous applications, work completed on the current application and all billable stored materials.

These numbers will come from the schedule of values on your G703.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
2. Net Change by Change Orders ..... \$ 3,500.00  
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
4. TOTAL COMPLETED AND STORED TO DATE ..... \$ **12,896.40**

5. RETAINAGE:  
a. 9.95 % of Completed Work \$ 1,206.34  
b. \_\_\_\_\_  
Total retainage \$ \_\_\_\_\_

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,690.06  
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$ 7,041.06

8. CURRENT PAYMENT DUE ..... \$ 4,649.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Application for Payment

The retainage lines indicate how much retainage has been held to date.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM .....	\$ 17,698.00
2. Net Change by Change Orders .....	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ 12,896.40
<b>5. RETAINAGE:</b>	
a. <u>10.00</u> % of Completed Work .....	\$ 1,212.99
b. <u>10.00</u> % of Stored Material .....	\$ 76.65
Total retainage (Line 5a + 5b) .....	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$ 11,606.76 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	
(Line 6 from prior .....	
8. CURRENT PAYMENT .....	
9. BALANCE TO FINISH .....	
(Line 3 less Line 6 .....	

CHARGE ORDER SUMMARY

Total changes approved in previous months by (Contractor)	
Total approved this Month	
NET CHANGES by Change Order	3,500.00

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Notary Public: \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data compiled by the Contractor, the Architect certifies that the work shown on this Certificate has been completed in accordance with the Contract Documents.	
<b>5. RETAINAGE:</b>	
a. <u>10.00</u> % of Completed Work .....	\$ 1,212.99
b. <u>10.00</u> % of Stored Material .....	\$ 76.65
Total retainage (Line 5a + 5b) .....	\$ 1,289.64

# The Application for Payment

The percent of retainage for completed work is calculated by dividing the *total amount* retained for completed work to date by the total amount of billable completed work to date. The same goes for stored material.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM	\$ 17,698.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,896.40
<b>5. RETAINAGE:</b>	
a. 10.00 % of Completed Work	\$ 1,212.99
b. 10.00 % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 1,606.76
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior)	
8. CURRENT PAYMENT	
9. BALANCE TO FINISH (Line 3 less Line 8)	

CHARGE ORDER SUMMARY  
Total changes approved in previous months by  
Total approved this month

NET CHANGES by Change Order	3,500.00
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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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public:  
My Commission Expires \_\_\_\_\_

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data compiled by the Contractor, I certify that the work shown on this Application for Payment has been completed in accordance with the Contract Documents.	
<b>5. RETAINAGE:</b>	
a. 10.00 % of Completed Work	\$ 1,212.99
b. 10.00 % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64

# The Application for Payment

To calculate the *amount* retained for completed work, you would first add the total of the G703's "Previous Applications" column and "Completed this Period" column. Then, multiply by the percent retained.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
 a. 10.00 % of Completed Work \$ 1,212.99  
 b. 10.00 % of Stored Material \$ 76.65  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior)

8. CURRENT PAYMENT  
 9. BALANCE TO FINISH  
 (Line 3 less Line 8)

CHANGE ORDER SUMMARY  
 Total changes approved in previous months by  
 Total approved this month

NET CHANGES by Change Order 3,500.00

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	
<b>Section #1</b>					
1	One	10,000.00	4,000.00	4,000.00	
2	Two	1,200.00	600.00	240.00	
3	Three	1,500.00	0.00	0.00	
<b>Section #2</b>					
4	Four	133.00	0.00	66.50	
5	Five	322.00	0.00	0.00	
6	Six	321.00	256.80	0.00	
7	Seven	1,000.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	
		<b>Totals:</b>	4,998.40	1,223.40	66.50
<b>Change Orders</b>					
9	CO #1	3,500.00	2,000.00	0.00	
		<b>CO TOTALS:</b>	3,500.00	2,000.00	0.00
		<b>REPORT TOTALS</b>	\$21,198.00	\$7,623.40	\$4,306.50

**5. RETAINAGE:**

a. 10.00 % of Completed Work \$ 1,212.99

b. 10.00 % of Stored Material \$ 76.65

Total retainage (Line 5a + 5b) ..... \$ 1,289.64

# The Application for Payment

To calculate the amount retained for stored material, you would multiply the total of the G703's materials stored column by percent retainage for stored material.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

**5. RETAINAGE:**  
 a. 10.00 % of Completed Work \$ 1,212.99  
 b. 10.00 % of Stored Material \$ 76.65  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
 (Line 4 less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior)  
 8. CURRENT PAYMENT  
 9. BALANCE TO FINISH  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY  
 Total changes approved in previous months by (Contractor)  
 Total approved this Month

NET CHANGES by Change Order 3,500.00

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	
<b>Section #1</b>						
1	One	10,000.00	4,000.00	4,000.00	0.00	
2	Two	1,200.00	800.00	240.00	0.00	
3	Three	1,500.00	0.00	0.00	700.00	
<b>Section #2</b>						
4	Four	133.00	0.00	66.50	66.50	
5	Five	322.00	0.00	0.00	0.00	
6	Six	321.00	256.80	0.00	0.00	
7	Seven	1,000.00	0.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	0.00	
		<b>Totals:</b>	4,998.00	1,223.40	66.50	66.50
<b>Change Orders</b>						
9	CO #1	3,500.00	2,000.00	0.00	0.00	
		<b>CO TOTALS:</b>	3,500.00	2,000.00	0.00	0.00
		<b>REPORT TOTALS</b>	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50

**5. RETAINAGE:**  
 a. 10.00 % of Completed Work \$ 1,212.99  
 b. 10.00 % of Stored Material \$ 76.65  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.64

# The Application for Payment

The retained amounts for completed work and stored material are then added in the "Total Retainage" line.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM .....	\$ 17,698.00
2. Net Change by Change Orders .....	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$ 12,896.40
<b>5. RETAINAGE:</b>	
a. 10.00 % of Completed Work .....	\$ 1,212.99
b. 10.00 % of Stored Material .....	\$ 76.65
Total retainage (Line 5a + 5b) .....	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$ 11,606.76
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior)	
8. CURRENT PAYMENT	
9. BALANCE TO FINISH	
(Line 3 less Line 6)	
CHANGE ORDER SUMMARY	
Total changes approved	
previous months by	
Total approved this Month	
NET CHANGES by Change Order	3,500.00

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public:  
My Commission Expires \_\_\_\_\_

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data com-	
t's	
work	
the	
his	
ed.)	
Total retainage (Line 5a + 5b) .....	
\$ 1,289.64	

# The Application for Payment

Line 6 is simply the difference of Line 4 and Line 5. It indicates the total billable amount (work completed and stored), minus retainage.

CONTRACTOR'S APPLICATION FOR PAYMENT		
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.		
1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT .....		
4. TOTAL CONTRACT .....		
5. RETAINAGE .....		
a. 10.00% .....		
b. 10.00% of Stored Material .....	\$	766.55
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors

Notary Public: \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Application for Payment

Next, Line 7 indicates a total of what was declared billable minus retainage on the last application.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
 a. 10.00% of Completed .....  
 b. 10.00% of Stored Materials .....  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.74

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,608.76  
 (Line 4 less Line 5 Total)

**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**  
 (Line 6 from prior Certificate) ..... \$ **7,041.06**

8. CURRENT PAYMENT DUE ..... \$ 4,565.70  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) ..... \$ 9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
 456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public  
 My Commission Expires \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Application for Payment

Line 8 indicates how much is due at the time of this application.

You can calculate it as *Line 4 – (Line 5a + Line 5b) – Line 7.*

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
 a. 10.00% of Completed Work \$ 1,212.99  
 b. \_\_\_\_\_  
 Total Retainage \$ \_\_\_\_\_

**8. CURRENT PAYMENT DUE ..... \$ 4,565.70**

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
 (Line 4 less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior Certificate) ..... \$ 7,041.06  
 8. CURRENT PAYMENT DUE ..... \$ 4,565.70  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) \$ 9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
 456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 State of: \_\_\_\_\_  
 County of: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Application for Payment

Finally, Line 9, indicates how much remains to be billed on the entire project.

You can calculate this amount by subtracting Line 3 and Line 6.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
2. Net Change by Change Orders ..... \$ 3,500.00  
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
a. 10.00 % of Contract Sum ..... \$ 1,769.80  
b. 10.00 % of Stored to Date ..... \$ 1,289.64  
Total retainage (Line 5a + 5b) ..... \$ 3,059.44

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$ 7,041.06

8. CURRENT PAYMENT DUE ..... \$ 4,565.70

**9. BALANCE TO FINISH, INCLUDING RETAINAGE**  
(Line 3 less Line 6) ..... \$ **9,591.24**

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Change Order Summary

This section is used to detail approved change orders and provide a total equal to Line 2 above.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Type Document C-1510

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

1. ORIGINAL CONTRACT SUM . . . . .  
 2. Net Change by Change Order . . . . .  
 3. CONTRACT SUM TO DATE (Line 1 + Line 2) . . . . .  
 4. TOTAL COMPLETED AND STORED MATERIALS . . . . .  
 5. RETAINAGE:  
 a. 10.00 % of Completed Work . . . . .  
 b. 10.00 % of Stored Materials . . . . .  
 Total retainage (Line 5a + 5b) . . . . .  
 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) . . . . .  
 7. LESS PREVIOUS CERTIFICATE (Line 6 from prior Certificate) . . . . .  
 8. CURRENT PAYMENT DUE . . . . . \$ 4,565.70  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) . . . . . \$ 591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>3,500.00</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>	<b>3,500.00</b>	

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 to 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.

# The Change Order Summary

The "Additions" column is used to show change orders that will add to the contract total.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

for Work for which the owner, and that

ADDITIONS	
	3,500.00
	0.00
	3,500.00
	3,500.00

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.

# The Change Order Summary

The "Deductions" column will show change orders whose amounts deduct from the contract total.

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) .....	\$	7,041.06
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	\$	9,591.24

  

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

  

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 for which the Contractor is entitled to be paid are included herein, and that the Contractor has no claims against the Owner for which previous certificates have been issued, and that the Contractor has no claims against the Owner for which current certificates have been issued.

CONTRACT NO. \_\_\_\_\_

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

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_

My Comm. No. \_\_\_\_\_

**AMOUNT CERTIFIED** \_\_\_\_\_

(Attach a separate sheet for each certificate.)

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.

# The Change Order Summary

The first row shows the total of all change orders that were approved on previous applications.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40

5. RETAINAGE:		
a. 10.00% of Completed Work	\$	1,212.99
b. 10.00% of Stored Material	\$	76.65

Total retainage (Line 5a + 5b) .....		
6. TOTAL EARNED LE .....		
(Line 4 less Line 5) .....		
7. LESS PREVIOUS C .....	\$	7,041.06
(Line 6 from prior Certificate) .....		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6) .....		

CHANGE ORDER SUMMARY	ADDITIONS	REDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

Total changes approved in previous months by Owner	3,500.00	0.00
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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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

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

In consideration of the above application, the Architect certifies to 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 to 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.

# The Change Order Summary

The second row is reserved for only those change orders approved during current billing period.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

5. RETAINAGE:  
 a. 10.00 % of Completed Work \$ 1,212.99  
 b. 10.00 % of Stored Material \$ 76.65  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
 (Line 4 less Line 5)

7. LESS PREVIOUS MONTHS ..... \$ 0.00  
 (Line 6 from previous month)

8. CURRENT MONTH ..... \$ 0.00  
 (Line 6 from this month)

9. BALANCE TO BE PAID ..... \$ 9,506.76  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
<b>Total approved this Month</b>	<b>0.00</b>	<b>0.00</b>
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

<b>Total approved this Month</b>	<b>0.00</b>	<b>0.00</b>
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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.

CONTRACTOR: ABC Contractors  
 456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

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

My Commission Expires \_\_\_\_\_

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 to 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.

# The Change Order Summary

The total "Deductions" are then subtracted from the total "Additions" for the "Net Change by Change Order" on Line 2 above.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 +2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>3,500.00</b>	<b>0.00</b>
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

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

My Commission Expires \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# The Contractor's Signature

AIA applications are designed to be notarized.

This section requires you as the contractor to sign and date the first set of lines and allows a notary to sign and date the second set.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 17,698.00  
 2. Net Change by Change Orders ..... \$ 3,500.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 21,198.00  
 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 12,896.40

### 5. RETAINAGE:

a. 10.00 % of Completed Work ..... \$ 1,212.99  
 b. 10.00 % of Stored Material ..... \$ 76.65  
 Total retainage (Line 5a + 5b) ..... \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE ..... \$ 11,606.76  
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior Certificate) ..... \$ 7,041.06

8. CURRENT PAYMENT DUE ..... \$ 4,565.70

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) ..... \$ 9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
 456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of:

County of:

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

Notary Public:

My Commission Expires \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# Certificate for Payment

When an AIA application is submitted, the architect or project owner reviews it and certifies their agreement to what the application details.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

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

My Commission Expires \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

# Certificate for Payment

If they're in agreement, they print the amount from Line 8 and sign.

If not, they print a different amount, add notes to the G703 and attach an explanation. This is referred to as "redlining."

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$	17,698.00
2. Net Change by Change Orders .....	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work .....	\$	1,212.99
b. 10.00 % of Stored Material .....	\$	76.65
Total retainage (Line 5a + 5b) .....	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE .....	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

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.

CONTRACTOR: ABC Contractors  
456 Riverview Avenue Rocky River, OH 44116

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

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

My Commission Expires \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 to 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.

## Conclusion

**Filling out an AIA billing form isn't exactly simple,** but it doesn't have to be incredibly complicated either.

Accounting software designed for the construction industry offers integrated AIA billing tools that **make the data entry easier, the tracking of redlines convenient and your billing through A/R seamless.**

To learn more about AIAs and discover how Foundation Software can help you, **check out our [Learn](#) section and [watch an online product tour of FOUNDATION®.](#)**

