

## **6. Sample AIA Form**

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF

PAGES

TO (OWNER):

APPLICATION NO.:

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
- INSPECTOR
- 

FROM (CONTRACTOR):

PERIOD TO:

KA#

CONTRACT FOR:

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

### CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
<b>TOTALS</b>			

### Net change by Change Orders

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 previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

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

State of: \_\_\_\_\_ County of: \_\_\_\_\_, 20\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:  
 My Commission expires: \_\_\_\_\_

Application is made for Payment, as shown, in connection with the Contract. Continuation Sheet, AIA Document G702, is attached.

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 G702)
5. RETAINAGE:
  - a. \_\_\_\_% of Completed Work \$ \_\_\_\_\_  
 (Column D+E)
  - b. \_\_\_\_% of Stored Material \$ \_\_\_\_\_  
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column 1 of G702..... \$ \_\_\_\_\_
6. TOTAL EARNED LESS RETAINAGE..... \$ \_\_\_\_\_  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ \_\_\_\_\_
8. CURRENT PAYMENT DUE..... \$ \_\_\_\_\_
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ \_\_\_\_\_  
 (Line 3 less Line 6)

## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of the his/her 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.

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager \_\_\_\_\_ 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.

**AMOUNT CERTIFIED** ..... \$ \_\_\_\_\_  
 (Attach explanation if amount certified differs from the amount applied for.)

