



PRO CONSTRUCTION

Jacksonville | Charlotte

PLEASE NOTE: IF YOUR PAY APPLICATION HAS ANY MISSING OR INCOMPLETE FORMS, IT WILL BE RETURNED TO YOU AND YOU WILL HAVE TO RE-BILL IT THE FOLLOWING MONTH.

REQUIREMENTS FOR SUBCONTRACTOR PAYMENTS

1. **CERTIFICATE OF INSURANCE:** Current, with limits matching our subcontractor requirements and job specific.
2. **EXECUTED SUBCONTRACT AGREEMENT:** Schedule of Values to be negotiated at time of contract award by the Project Manager.
3. **COMPLETE BILLING:** On our forms with properly attached Schedule of Values, coded and initialed by the Project Manager.
4. **PARTIAL LIEN WAIVER:** On our form and the amount needs to match the pay app amount exactly. If the pay app was cut by the PM, a new lien waiver is required. It must be signed by someone with proper authorization to execute legal documents, President, Vice President, CFO, Owner, Controller, etc. Do not accept "Admin Assistant" or "Account Receivable Clerk", etc. It must be notarized.
5. **2ND/3RD TIER ATTACHEMENT:** Our form listing all suppliers with amounts owed and contact information.
6. **2ND/3RD TIER LIEN WAIVERS:** On our form, executed by an appropriate person from the Supplier. Often the Subcontractor just fills them out and signs it which is obviously pointless. We need one from each supplier or sub/sub listed.