PAYMENT APPLICATION COVER SHEET

Date: Brown University Project #

Project Title:

Contractor Name:

Contract Type: ☐Stipulated Sum ☐CMAR or ☐Design Build   Final Payment

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Period covered by Payment Application: Application #:

☐ Architect Certification of Application (not required for Design/Build projects)

☐ Application notarized with raised or wet seal

☐ Facilities Management approval of Schedule of Values

☐ Summary of General Conditions' cost included in current application, listing each position title, number of hours and hourly rates and multipliers in accordance with the Contract

☐ Accounting backup including timesheets, receipts, subcontractor and supplier invoices, etc.

☐ CM/ GC verification that accounting backup is in accordance with contract terms (markups, fees, hourly rates, subcontractor, and supplier invoices, change orders, etc.)

☐ Verification, transfer of title and insurance for stored materials

☐ List of first and second tier subcontractors and suppliers

☐ CM, first tier sub/supplier lien releases; lower tier sub lien releases

☐ Transmit copies of subcontractor bonds with subcontractor's first payment application

☐ Proof of Bond amendments for change orders to subcontractors required when amendments exceed contract value by 20%

Construction Manager Project Executive or Project Manager Certification:

Signed: _____

Printed Name/Title: Date: