



9273 Grange Hill Road, Suite 200 New Hartford, NY 13413  
315-737-3124 fax: 315-737-8473  
[info@putrelobuilding.com](mailto:info@putrelobuilding.com) [www.putrelobldg.com](http://www.putrelobldg.com)

## **Instructions for Applications for Payments**

**Payment Applications go to Pam Parks- [pparks@putrelobuilding.com](mailto:pparks@putrelobuilding.com)**

1. **Pencil Copy AIA G702/G703 Application for Payment** is due by the 20<sup>th</sup> of the month, unless otherwise noted in Subcontract Agreement.
2. **Complete and notarize AIA G702G703 Application for Payment-** Change Orders must be approved and noted before consideration for additional payment. Attach a copy of your signed approved change order with Application for Payment- or it will be rejected.
3. **Complete and notarize the Interim Waiver of Liens and Claims** for each Application for Payment. Attached are copies for your use.
4. **Two (2) copies of Certified Payroll Reports must be received along with the completed and notarized Application for Payment-** or it will be returned rejected.
5. **Final Payment-** you will be required to complete the Final Release and Waiver of Liens, as well as all Releases required by owner and Architect. Proof of having paid any Pension and Welfare contributions are required relative to labor completed for project. Putrelo Building must also have all Close Out materials as per Project Specifications (i.e.- Releases, Warranties, Maintenance Manuals, etc.) in order to release final payment. Final payment will be forwarded upon approval by Architect of Close Out materials, as well as our receipt of final payment.
6. If a joint check agreement is needed on the project for which you are contracted a separate agreement is required. The dollar amount of material is to be fixed.