



TO: ALL SUBCONTRACTORS

RE: REQUEST FOR FINAL PAYMENT REQUIREMENTS

A properly submitted "Final Request for Payment" will contain the following documents:

- Final Request For Payment And Conditional Final Release and Waiver (Green Form)
- Schedule Of Values
- Sworn Statement For Contractor And Subcontractor To Owner
- Waiver And Release Of Liens (As Required)

Request For Final Payment And Conditional Final Release And Waiver-(Green Form)

The bottom part of this form shall serve as your Conditional Final Release And Waiver and is to be completed in its entirety and either notarized or witnessed by two persons. Copies of this form may be made but only documents with original signatures will be accepted.

Schedule Of Values

This form needs to be prepared and returned with the executed subcontract agreement. It is to be updated every month and serve as an itemized breakdown of the dollar amount being requested on the *Request For Final Payment And the Conditional Finals Release And Waiver*. This will be used by the Project Manager to approve the amount you are drawing for. The schedule of values must contain the categories of Clean Up and Punch Out, each equal to 5% of the total contract amount.

Sworn Statement For Contractor And Subcontractor To Owner

This form needs to be partially completed and submitted by the subcontractor at the time the executed subcontract agreement is returned to Summit Contractors. The "Total Previous Payment To Supplier" and "Amount Due to Supplier This Request" must be updated each month. As new suppliers/subcontractors are secured, their names are to be added to the list. All sub/sub/suppliers should have a zero balance due for your final draw. If not a joint check will be issued for the balance due to any sub/sub/and or/supplier.

Waiver And Release Of Lien

Individual Final Release and Waiver that correspond to the payments reflected on the *Sworn Statement For Contractors and Subcontractor To Owner* are to be included with the subcontractor's final draw application. If a balance is due to the sub/sub/supplier a Conditional Upon Final Payment must be included. Failure to include required lien releases with your pay application would delay the processing of your request, as no payment will be made until a release is obtained.

If you have any questions regarding the above, please contact the Project Manager and the Project Account.



6877 Phillips Industrial Blvd. Jacksonville, FL 32256 (904)268-3300

FINAL REQUEST FOR PAYMENT

DRAW (INVOICE) #: **FINAL**
 DRAW DATE: _____
 PERIOD END DATE: _____
 AGREEMENT# _____
 PROJECT: _____
 LOCATION: _____

		OFFICE USE ONLY
a)	Amount of original agreement	\$ _____
b)	Net Change Orders #1 thru # _____	\$ _____
c)	Revised agreement amount (a+b)	\$ _____
d)	Work completed to date	\$ _____
e)	Value of stored materials (itemized inventory attached)	\$ _____
f)	Total completed & stored to date (d+e)	\$ _____
g)	Less previous NET applications (line f from previous draw)	\$ _____
h)	Current application (f-g) (RETAINAGE)	\$ _____
j)	Less other deductions (2% state if applicable)	\$ _____
k)	Net amount this request (h-j)	\$ _____

CONDITIONAL FINAL WAIVER AND RELEASE

Pursuant to the agreement between **SUMMIT CONTRACTORS GROUP, INC.** and _____ (Subcontractor/Vendor) for the work on the _____ (Project) Subcontractor/Vendor accepts \$ _____ as payment in **FULL** for all work completed and all materials supplied for the above referenced Project only.

In consideration of this payment from **SUMMIT CONTRACTORS GROUP, INC.**, Subcontractor/Vendor hereby waives all lien rights, bond claims and any other claims for labor performed or materials furnished.

The undersigned warrants that no assignment of any liens or claims or the right to perfect a lien against the real property located at the Project by virtue of the receipt of this payment, has or will be made, and the undersigned has the right to execute this Release and Waiver. The undersigned also warrants and affirms that all laborers employed by the Subcontractor/Vendor in connection with the construction of improvements on the above described real property have been paid.

SIGNATURE MUST BE NOTARIZED OR WITNESSED BY TWO PERSONS.

Witness the hand and seal of the undersigned this _____ day of _____, 20_____

Name of Company By: _____
Signature Title

Address Phone

Before me, the undersigned authority, personally appeared _____ who, by me being first duly sworn, did acknowledge that he or she is the _____ of _____ and as such has the authority to execute this document and that the facts stated therein are true.

Dated this _____ date of _____, 20_____. My Commission Expires: _____

STATE OF _____ COUNTY OF _____ Witness: _____

Notary Public

CHECK DELIVERY (CIRCLE ONE) * DELIVER TO JOB SITE * REGULAR MAIL * OVERNIGHT-FEDEX/UPS # _____

OFFICE USE ONLY	W-9 (FED ID #)	SWORN STATEMENT
AGREEMENT _____	INSURANCE _____	PM APPROVAL _____
LICENSES/BOND _____	CO'S _____	VP APPROVAL _____
RELEASES _____	_____	_____

Eft/06-08

**UNCONDITIONAL
SUB-SUBCONTRACTOR / SUPPLIER
WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT**

The undersigned lienor, having received the final payment, hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to _____ and Summit Contractors Group, Inc. on the job of _____ (Subcontractor's Name), to the following described property:

Job Name:
Job Address:
City, State, Zip:

DATED on _____, 20____.

(Sub-Subcontractor's / Supplier's Name)

By: _____

Printed Name _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledge before me this _____ day of _____, 20__, by _____, as _____ of _____, who is:
(Sub-Subcontractor's / Supplier's Name)

_____ Personally known
_____ Produced Identification
Type of Identification Produced _____

NOTARY PUBLIC
My Commission Expires _____

NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (2001).

**CONDITIONAL
WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT**

The undersigned lienor, in consideration of the final payment in the amount of \$ _____, hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to Summit Contractors Group, Inc. on the job of _____, to the following described property:

Job Name:
Street Address
City, State Zip:

This release is contingent upon receipt by the undersigned of the consideration specified above and upon full collection by the undersigned of any and all checks, drafts and instruments given in payment for labor, services or material on the job.

DATED on _____, 20_____.

(Subcontractor's Name)

By: _____

Printed Name _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledge before me this _____ day of _____, 20__, by _____, as _____ of _____, who is:
(Subcontractor's Name)

_____ Personally known
_____ Produced Identification
Type of Identification Produced _____

NOTARY PUBLIC
My Commission Expires _____

NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (2001).

**UNCONDITIONAL
WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT**

The undersigned lienor, having received the final payment, hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to Summit Contractors Group, Inc. on the job of _____, to the following described property:

Job Name
Street Address
City, State Zip

DATED on _____, 20_____.

(Subcontractor's Name)

By: _____

Printed Name _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledge before me this _____ day of _____, 20__, by _____, as _____ of _____, who is:
(Subcontractor's Name)

_____ Personally known
_____ Produced Identification
Type of Identification Produced _____

NOTARY PUBLIC
My Commission Expires _____

NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (2001).