**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

**Application for Payment**

**Cover Sheet and Instructions**

|  |  |
| --- | --- |
| PURPOSE OF DOCUMENT: | Provides a standard form for Design Builder payment applications. |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): | **[I]:4.6.5** |
| CONTENTS: | Application for Payment form with Schedules 1 through 4 |
| FOR USE WITH: |  Design Build Contract Documents |
| COMPLETED BY: | √ | Filling In | √ | Adding Text |  | No Data Required |
| ITS USE IS: | √ | Required |  | Optional |

**Completion Instructions:**

 1. The Design Builder completes the form, including Schedules 1 through 4 (as applicable).

**Modifications and Additions:**

 None

**Comments:**

 None

**END OF COVERSHEET AND INSTRUCTIONS**

APPLICATION FOR PAYMENT

Number: Period to:

TO UNIVERSITY:

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA,

AND UNIVERSITY'S REPRESENTATIVE:

FROM DESIGN BUILDER:

 ADDRESS:

 PROJECT NAME:

 PROJECT NUMBER:

 FACILITY:

 CONTRACT DATE:

 APPLICATION DATE:

CHANGE ORDER SUMMARY:

Additions Deductions

Change Orders approved in previous months: {\_\_\_\_\_\_} Total: {\_\_\_\_\_\_}

Change Orders approved this month:

Number: Date Approved:

 Total:

 NET CHANGE BY CHANGE ORDERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application is made for payment under the Contract as shown below and in Schedule 1 attached hereto:

 1. ORIGINAL CONTRACT SUM $

 2. NET CHANGE BY CHANGE ORDERS $

 3. CONTRACT SUM TO DATE (Line 1  Line 2) $

 4. TOTAL AMOUNT COMPLETED TO DATE (Column E on Schedule 1) $

 5. RETENTION: 5% of Completed Work (Column H on Schedule 1)\* $

 a. Current Value of Securities Deposited in Escrow $

 b. Current Value of Retention Deposited in Escrow $

 c. Retention Held by University $

 Current Retention Value (a + b + c) $

 \*Pursuant to Article 9.2.2 of the General Conditions.

 6. TOTAL EARNED LESS RETENTION (Line 4 less Line 5) $

 7. TOTAL AMOUNT PREVIOUSLY PAID $

 8. CURRENT PAYMENT DUE (Line 6 less Line 7) $

 9. BALANCE TO FINISH, PLUS RETENTION (Line 3 less Line 6) $

 The undersigned Design Builder hereby represents and warrants to University that all Work, for which Certificates For Payment have previously been issued and payment received from University, is free and clear of all claims, stop notices, security interests, and encumbrances in favor of Design Builder, any Subcontractor, and any other persons or firms entitled to make claims by reason of having provided labor, materials, or equipment related to the Work.

 The following Schedules are attached and incorporated herein, and made a part of this Application For Payment:

 Schedule 1 Cost Breakdown

 Schedule 2 Certification of Current Market Value of Securities in Escrow in Lieu of Retention

 Schedule 3 List of Subcontractors

 Schedule 4 Declaration of Releases of Claims

 Design Builder

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

 (Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title)

 DECLARATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I am the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Design Builder submitting this Application For Payment; that I am duly authorized to execute and deliver this Application For Payment on behalf of Design Builder; and that all information set forth in this Application For Payment and all Schedules attached hereto are true, accurate, and complete as of its date.

 I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was subscribed at , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on , 20 .

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name)

PROJECT NAME: APPLICATION NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NUMBER: APPLICATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITY: PERIOD TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACT DATE: DESIGN BUILDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SCHEDULE 1

 TO

 APPLICATION FOR PAYMENT

 COST BREAKDOWN

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A  |  B  | C  | D  | E  | F  | G  | H  |
|  ITEM NO.  | DESCRIPTION OF WORK ACTIVITYOR OTHER ITEM  | SCHEDULED VALUE  | % COMPLETE TO DATE  | TOTAL AMOUNTCOMPLETEDTO DATE (C x D)\_\_\_ | TOTAL AMOUNTCOMPLETED ONPRIOR APPLICATION FOR PAYMENT  | AMOUNTOF THISAPPLICATION (E - F)\_\_\_  | RETENTION (5% x E)  |
|  |  |  |  |  |  |  |  |

\*Notes –Work of Phase 1 and Phase 2 shall be entered as a separate schedule of value items per General Conditions Article 9.

PROJECT NAME:

DESIGN BUILDER:

PROJECT NUMBER:

APPLICATION NUMBER:

 SCHEDULE 2

 TO

 APPLICATION FOR PAYMENT

 CERTIFICATION OF CURRENT MARKET VALUE

 OF SECURITIES IN ESCROW IN LIEU OF RETENTION

 As of , 20 (not earlier than 5 days prior to the date of the Application For Payment of which this certification is a part), the aggregate market value of securities on deposit in Escrow

Account No. with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Escrow Agent)

is Dollars ($ ).

 (Escrow Agent)

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

 (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title)

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

 (Design Builder)

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title)

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

NOTE:

Notary acknowledgment for Design Builder and Escrow Agent must be attached.

PROJECT NAME:

DESIGN BUILDER:

PROJECT NUMBER:

APPLICATION NUMBER:

 SCHEDULE 3

 TO

 APPLICATION FOR PAYMENT

 LIST OF SUBCONTRACTORS

 Subcontractors listed below are all Subcontractors furnishing labor, services, or materials for the period referred to in the Application For Payment referenced above, of which this Schedule 3 is a part:

|  |  |  |
| --- | --- | --- |
|  Name of Subcontractor  |  Subcontracted Work Activity  |  Date Work Activity Completed  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 (Design Builder)

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

 (Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title)

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

PROJECT NAME:

DESIGN BUILDER:

PROJECT NUMBER:

APPLICATION NUMBER:

 SCHEDULE 4

 TO

 APPLICATION FOR PAYMENT

 DECLARATION OF RELEASE OF CLAIMS

 Design Builder hereby certifies that attached hereto are releases and waivers of claims and stop notices from all Subcontractors furnishing labor, services, or materials covered by the Certificate For Payment dated , 20 , except those listed below:

 (Name of Design Builder)

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

 (Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title)

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