

Project: Project Name & (eB #)

- Certified Payroll Records (*Attach in Certified Payroll Field Only*)
- Construction Progress Schedule (*Updated*)
- Monthly Affirmative Action Workforce Report
- OSHA 10 Confirmation updates, if applicable
- Stored Materials Documentation, if applicable
- Subcontractor Invoices, if applicable
- Partial Releases, if applicable
- Equipment Purchase Inventory, if applicable

Lien Releases (Partial Releases)

- Verify if GC Contract requires a partial lien release from all subcontractors or just the General Contractor
- Partial line releases must be included in all pay applications for previous amounts paid

For a General Contractor or Subcontractor partial lien release:

- Verify partial lien release form matches the lien release exhibit in the contract
- Confirm total dollar value on lien release matches what has been paid to the subcontractor to date (given the timing of payments to billings, it is not uncommon to have a one month gap)
- Confirm document is signed by subcontractor – should be officer of company

For a General Contractor or Subcontractor final lien release:

- The General Contractor and all subcontractors are required to submit a final lien release before final payment is made to the General Contractor

- Verify final lien release form matches the lien release exhibit in the contract
- Confirm total dollar value on lien release matches what has been paid to the subcontractor to date and/or general contractor to date
- Confirm document is signed by subcontractor – should be officer of company