

Pay Application and Document Checklist

Prepayment Document List (if applicable to Project based on NTP)

- ☐ Prepayment Invoice (Issued by or Signed by General Contractor)
- ☐ Notice to Proceed (Signed by General Contractor)
- ☐ Itemized Scope of Work

Interim Payment Document List (if applicable to Project based on NTP)

- ☐ Interim Itemized Invoice (Issued by or Signed by General Contractor)
- ☐ Interim Inspection (Signed by Construction Manager)

Final Payment Document List

- ☐ Final Itemized Invoice (Issued by or Signed by General Contractor)
- ☐ *Participant Project Close-Out Documentation and Checklist (Signed by Homeowner)
 - ☐ Final Itemized Work Scope (inclusive of change orders)
 - ☐ *Final Inspection Report and Work Completion Authorization (Signed by Construction Manager and Homeowner)
 - ☐ Supplementary Warranty Materials (if applicable)
- ☐ Conditional Release of Liens (Signed by General Contractor)
- ☐ Department of Licenses and Inspections Certificate of Approval for all permits, if applicable

*In the event a Participant is unwilling or unable to sign close out documentation verifying that the work has been completed, PEA and PGCC will work with the Construction Manager and General Contractor to create alternative work completion documentation, that may consist of, but is not limited to:

- ☐ Work Completion Notice (Signed by Construction Manager and General Contractor)
- ☐ Contractor General Warranty Certificate (Signed by General Contractor and PEA)
- ☐ Before and After Photos/Video (General Contractors are encouraged to maintain their own photographs for completed work)

The General Contractor and Construction Manager are responsible for verifying that the following files are completed, signed, and stored in accordance with the BTL Manual. Payment may be withheld upon the absence of:

- ☐ Participant Agreement (Signed by General Contractor and Homeowner)
- ☐ Original Itemized Scope of Work with Estimates
- ☐ Change Order Request Forms (Signed by PEA) and any other change order documentation
- ☐ Before and After Photos
- ☐ Insurance Documentation