

F.

INVOICING



CASH REQUISITION FORM

FOR NEIGHBORHOOD DEVELOPMENT PROJECTS

For costs related to:
ACQUISITION
PRE-DEVELOPMENT
CONSTRUCTION

CONTRACTOR INFORMATION	Contract Number		Requisition Number		
	Contractor/Borrower				
	Project Title				
	Mailing Address				
	Loan Number	Cash Repayment <input type="checkbox"/>	Service Repayment <input type="checkbox"/>		
	Period Covered				

PAYMENT OPTIONS	
FILL IN IF DUAL PAYEE CHECK NEEDED	
Other Payee(s)	Amount

BUDGET AND EXPENDITURE INFORMATION					
Description <small>Column 1</small>	Budget <small>Column 2</small>	Expenditures to Date <small>Column 3</small>	Less Prior Reimb <small>Column 4</small>	Cash Req This Period <small>Column 5 (Col 3 - Col 4)</small>	Balance Available <small>Column 6 (Col 2 - Col 3)</small>
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
TOTAL	-	-	-	-	-

CERTIFICATION BY CONTRACTOR/BORROWER	
We have attached supporting documents for expenditures reported. We hereby certify under the penalty of perjury under the laws of State of California that this check requisition and its supporting documents, are true in all respects and that all funds are used or will be used solely for the purposes set forth in the agreement entered into by this Contractor/Borrower and the Community Development Department (CDD) and are in compliance with HUD regulations. We also understand that the allowability of cash requested is subject to final acceptance by CDD and that payroll tax returns are filed timely and applicable payroll taxes are paid.	
PREPARER'S NAME (PRINT) AND SIGNATURE*	DATE
AUTHORIZED REVIEWER'S NAME (PRINT) AND SIGNATURE*	DATE

FOR CITY USE ONLY	
REVIEWED AND APPROVED FOR PAYMENT	ACCOUNTING DIVISION/ GRANTS SECTION
PROJECT MONITOR DATE	__ INSURANCE __ RECEIPT VERIFICATION __ CHECKED LOG __ BTRC/VRN __ LWO __ EBO
DIVISION HEAD DATE	HOLD RELEASE DATE: _____ REASON FOR HOLD: _____
Above authorization certifies that contractor/developer is in compliance with all applicable Federal and City contract requirements. Appropriate program monitoring is regularly conducted, and all source documents supporting these costs have been reviewed for eligibility and are maintained on file.	Funding Source: _____ Amount Payment Voucher Number: _____ _____ _____
INDICATE REASON BELOW IF HELD FOR MORE THAN (10) DAYS	

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF

PAGES

TO (OWNER):

APPLICATION NO.:

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
- INSPECTOR
-

FROM (CONTRACTOR):

PERIOD TO:

KA#

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown, in connection with the Contract. Continuation Sheet, AIA Document G702, is attached.

CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			

1. ORIGINAL CONTRACT SUM \$ _____
2. Net change by Change Orders \$ _____
3. CONTRACT SUM TO DATE (Line 1+2)..... \$ _____
4. TOTAL COMPLETED & STORED TO DATE..... \$ _____
(Column G on G702)
5. RETAINAGE:
 - a. ____% of Completed Work \$ _____
(Column D+E)
 - b. ____% of Stored Material \$ _____
(Column F on G703)
 - Total Retainage (Line 5a + 5b or
Total in Column 1 of G702)..... \$ _____
6. TOTAL EARNED LESS RETAINAGE..... \$ _____
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) \$ _____
8. CURRENT PAYMENT DUE..... \$ _____
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ _____
(Line 3 less Line 6)

Net change by Change Orders

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____, 20____
 Notary Public:
 My Commission expires: _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of the his/her knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Inspector: _____ Date: _____

Project Manager _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for.)

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant:

Name of Customer:

Job Location:

Owner:

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check:

Amount of Check: \$

Check Payable to:

Exceptions

This document does not affect any of the following:
Disputed claims for extras in the amount of: \$

Signature

Claimant's Signature:

Claimant's Title:

Date of Signature:

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant:

Name of Customer:

Job Location:

Owner:

Through Date:

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check:

Amount of Check: \$

Check Payable to:

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: _____
 - Amount(s) of unpaid progress payment(s): \$ _____
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature:

Claimant's Title:

Date of Signature:
