



General Contractors

P O Box 5127, Chattanooga TN 37406

423-894-5480

FAX: 423-894-5458

## PAY APPLICATION PROCEDURES

1. Pay Applications must be submitted on a JC Curtis Construction pay application form. All pay applications must be signed, notarized and received via email, [PayApps@jccurtisconstruction.com](mailto:PayApps@jccurtisconstruction.com), in a pdf format or hard copy via mail by the **20<sup>th</sup> of each month**.
2. A schedule of values must be provided with all pay applications.
3. Retainage will be held at 10% (or 5% if noted and required, ie. State of TN) and released upon receipt of close out documents and final payment from Owner. Provide a separate pay application for retainage.
4. A W-9 and a current Certificate of Insurance must be received prior to starting work and before any pay applications will be processed.
5. Subcontractors must provide a complete list of suppliers and vendors with 1st pay application to include address, city, state, zip code, phone number, and estimated or amount owed.
6. Provide a conditional lien release from each Sub-Sub and Supplier for progress payments.
7. Provide a final lien releases for sub-subs that are paid in full. These must be received from all Sub-Subs/Vendors listed prior to issuance of final payment.
8. Change orders are not to be included on the pay application unless you have received written approval from JCC's Project Manager. Only previously approved change orders will be processed for payment. Pay Applications with change orders not previously approved are subject to be returned.

### Attachments:

Sample Pay Application (pdf)  
Blank Pay Application w/ Schedule of Values and Lien Release (Excel)  
Conditional Release of Lien (pdf)  
Final Release of Lien (pdf)  
Subcontractor Release of Lien (pdf)