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## Subcontractor Exhibit "E"

### APPLICATION AND CERTIFICATION FOR PAYMENT (REQUISITION)

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1. Request for payment must be made using Pattillo Construction Corporation's documents G702 & G703 (Copies Attached). Documents must be fully executed. (Execution includes: Original Signature, Dated, & Notarized) If the pay application is not fully executed it will be returned to you for correction.
2. All pay applications must be received in our office no later than the 20<sup>th</sup> of each month. (Originals Only) Faxed copies will be accepted for information purposes only and will not be used as an invoice.
3. Upon payment, each subcontractor is required to submit an interim waiver of lien (Attached Exhibit F) for all pay interim applications. Subcontractor may submit lien waiver with the pay application or sign one when picking up the payment at Pattillo Construction Corporation's main office.
4. The unconditional waiver of lien must accompany the request for retention release. (Exhibit G).
5. The G703 must be completed and submitted with each pay application.

#### **Special Notes:**

1. Any check being picked up at the Pattillo Construction Corporation's main office which requires a signature on a lien waiver- can only be picked up by an officer you company. A NON-OFFICER CAN NOT SIGN YOUR LIEN WAIVER AND PICK UP CHECK.
2. Pay applications received after the 20th of the month will not be processed until the next billing period.
3. Contractor will only release payment to subcontractor when payment is received from Owner.
4. Contractor will not complete your invoice for you. If you are having difficulty completing the invoice form please call the Project Manager for assistance.
5. Do not include change orders on your invoice that have not been fully executed. Fully Executed means: Contractor has signed and stamped executed on the change order and returned to you.
6. Contractor may deduct back charges without your consent or notification.

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Initials \_\_\_\_\_

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## INSTRUCTIONS FOR COMPLETING THE PATTILLO CONSTRUCTION CORPORATION'S SWORN STATEMENT

1. *Every* Subcontractor on this project whose *total* Subcontract amount exceeds \$5,000.00 (either initially or as a result of change orders) must sign and notarize the attached Sworn Statement.
2. It is due with each and every pay application and its receipt is a condition precedent to payment.
3. The purpose of the document is to get a listing from your company of all significant labor or material obligations and to get lien waivers from each of them for the amounts they have received.
4. Direct labor or material from your own inventory, regardless of the amount, is not required to be listed.
5. It must include *every* sub-subcontractor, *every* supplier of contract labor, and *every* materialman (vendors) to whom your company has paid or will pay \$5,000.00 or more, *OR* who has sent us a "Notice to Contractor" form.
6. For each entity listed, an Interim Lien Waiver must also be provided in the amount listed as paid-to-date.
7. An *original* Final Lien Waiver from each for their total contract/PO amount listed will be required from each listed entity *as a condition precedent to your final payment on the project.*

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Initials \_\_\_\_\_

**SWORN STATEMENT FROM SUBCONTRACTOR TO PATTILLO CONSTRUCTION CORPORATION**

THE STATE OF GEORGIA )  
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 )  
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 COUNTY OF \_\_\_\_\_ )

KNOW ALL MEN BY THESE PRESENTS:

BEFORE ME, the undersigned authority, on this day appeared \_\_\_\_\_ (your name) who being first duly sworn, deposed and said:

1. \_\_\_\_\_ (Subcontractor Name), hereinafter called "Subcontractor" on or about \_\_\_\_\_ (Date of Subcontract) entered into a written Subcontract (the "Subcontract") with Pattillo Construction Corporation, hereinafter called "Contractor" for the furnishing of materials and performance of work incident to the construction and completion of a project in \_\_\_\_\_ County, Georgia known as \_\_\_\_\_, (the "Work").
2. That he/she, is \_\_\_\_\_ (your title) Of \_\_\_\_\_ (Subcontractor Name) and that he/she had full authority to make this affidavit on behalf of said Contractor.
3. That for the purpose of the Contract, the following parties have been contracted with and **have furnished or will furnish materials for, and/or have performed or will perform labor on the Work.**
4. That there is due and to become due them the amount set opposite their names.
5. That the following listing contains the names of **all persons and/or entities for all work to date on the project** who would, be virtue of the laws of the state in which the Work is located, be entitled to mechanic's, materialmen's or similar lien as a result of furnishing materials or labor or both in connection with the Work and whose contract amount is **\$5,000.00 or more.**
6. That this Statement is made to Contractor for the purpose of obtaining payment from Contractor which is due under the Contract for pay period \_\_\_\_\_, Invoice No. \_\_\_\_\_.

Company Name	Contract For	Total Amount of Contract, Purchase Order, or Value of Materials &/or Labor	Amount Paid *

- \* For Progress Payments, attach copies of the Partial Lien Waivers from each of the persons/sub/vendors listed in the amount listed as "Paid".
- \* For Final Payment, attach original Final Lien Waivers from each of the persons/sub/vendors listed for the full amount of the Contract/PO/Aggregate billings.

Signed \_\_\_\_\_

SUBSCRIBED AND SWORN to by \_\_\_\_\_,  
 (Printed Name of Authorized Officer)

before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to satisfy which witness my hand and seal of office.

Notary Public in \_\_\_\_\_ and for the State of \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

Initials \_\_\_\_\_