

## INSTRUCTIONS FOR EXHIBIT C

### Subcontractor's Application for Payment, Schedule of Values and Certification of Bills Paid and Waiver of Liens and Bond Claims

Exhibit C of the Subcontractor Agreement, the Subcontractor's Application for Payment, Schedule of Values, and Certification of Bills Paid and Waiver of Liens and Bond Claims (also known as the COBP) is required, per the RLM Subcontract Agreement, to be filled out and sent in by the 25th of each month in order for the Subcontractor to receive timely payment for the period applied for. (Late applications will be deferred to the next pay period.) The Subcontractor is encouraged to make extra copies of the blank forms to use for future draws.

#### Page 1 - Subcontractor's Application for Payment

- A. Amount of Original Contract:  
*The dollar amount on your signed Subcontract Agreement*
- B. Sum of Change Orders through Change Order No. \_\_\_\_:  
*The dollar amount of all approved Change Orders up to this point*
- C. Total Revised Contract Amount (A + B)  
*The total of Lines A and B*
- D. Value of Work Completed to Date:  
*The value of all work completed up to and including the period for which the application is submitted.*
- E. Materials Properly Stored and Approved:  
*The value of all the stored materials up to and including the period for which the application is submitted.*
- F. Total Value Completed to Date (D + E):  
*The total of Lines D and E*
- G. Less (\_\_\_\_) Retainage per Contract:  
*Fill in the Retainage percentage (normally 10% unless indicated otherwise in your Subcontract Agreement). Fill in the Retainage amount (Example: If the contract total is \$45,000, the Retainage will be \$4,500).*
- H. Total Value to Date less Retainage (F . G)  
*Subtract Line G from Line F*
- I. Less Amounts Paid by Previous Applications:  
*The total that has been applied for through the last Application for Payment (Line H from the previous Application for Payment) – this figure will not include the current amount for which you are applying.*
- J. Amount Due this Application (H . I)

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*Subtract Line I from Line H*

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### Subcontractor's Application for Payment, Schedule of Values and Certification of Bills Paid and Waiver of Liens and Bond Claims

#### Page 2 – Schedule of Values

This form provides an itemized breakdown of the dollar amount being requested on the Subcontractor's Application for Payment. The itemized breakdown should be for all labor and materials used in each major work category, or as requested by RLM's Project Manager. This will be used by the Project Manager to approve the Application for Payment.

#### Page 3 – Certification of Bills Paid and Waiver of Liens and Bond Claims

The purpose of this form is to document all suppliers and sub-subcontractors that YOU have hired or used on this project. *Please do not include YOUR company or YOUR contract dollar amount on this form.*

1. List the name of the company, address, contact person and contact person's phone number in the appropriate columns.
2. In Column A, list the total contract or purchase order dollar amount for materials, services or equipment to be provided by each supplier or subcontractor (list at your cost, no mark-up). This should be the total amount for the project, and this may be an estimated amount.
3. In Column B, list the total amount of materials delivered, work performed or services provided to date. List these whether or not your payment for these services is currently due.
4. In Column C, list the total of all payments you have made to date.
5. In the last column, subtract Column C from Column B.

#### IMPORTANT:

- If you used materials from your warehouse stock, please indicate by listing **%FROM STOCK+**
- If you have not used any vendors or subcontractors for this project, it is important that you enter **%NONE+** on the first line, and **%0+** in each column to indicate such.
- Your signature must be notarized.