INSTRUCTIONS FOR MONTHLY PAYMENT REQUEST REQUIREMENTS & OTHER DOCUMENTS

On or before the 25th of each month subcontractor pay applications are due to Tenant Contractors by close of business. A properly submitted pay application will contain the following documents:

* Request for Payment
* Schedule of Values/Invoice

**REQUEST FOR PAYMENT AND WAIVER OF LIEN**

In order for your payment request to be processed, the completed and signed request for payment (see attached form) should be emailed to [Jamie@tenantcontractors.net](mailto:Jamie@tenantcontractors.net).

**SCHEDULE OF VALUES OR STANDARD INVOICE**

This form needs to be prepared and returned with the executed Subcontract Agreement. It is to be updated every month and serve as an itemized breakdown of the dollar amount being requested on the request for payment. This will be used by the Project Manager to approve the amount you are requesting to be funded.

**WAIVER AND RELEASE OF LIEN**

The waiver and release forms have become critical documents for owners and their financial institutions. Individual lien releases that correspond with request for payment will be sent to subcontractor once the request for payment have been processed and payment is available. The payment will be held until Tenant Contractors has received the signed release, which can be returned via email to [Jamie@tenantcontractors.net](mailto:Jamie@tenantcontractors.net). Additionally, we will need a release from any vendors filing Notice to Owner.

**W-9 FORM**

**SAMPLE CERTIFICATE OF INSURANCE**

The sample certificate should be forwarded to your insurance company to ensure that proper coverage and endorsements are secured. You are not authorized to report to any of Tenant Contractors jobsite unless proper proof of insurance has been provided to Tenant Contractors. Insurance that expires must be replaced immediately. Tenant Contractors reserves the right to hold payment until proper insurance is on file at our office.

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE REQUIREMENTS, PLEASE CONTACT YOUR PROJECT MANAGER IMMEDIATELY.

IF YOU NEED ANY ASSISTANCE WITH THE PAY APPLICATION FORMS, PLEASE CONTACT Jamie@tenantcontractors.net.