



# FACILITIES DIVISION **ACCS FORM 6-D**

## APPLICATION AND CERTIFICATE FOR PAYMENT

|  |  |               |  |       |  |
|--|--|---------------|--|-------|--|
| ACCS PROJECT#:   |  | APPLICATION#: |  | DATE: |  |
| PROJECT:   |  |               |  |       |  |
| <b>TO COLLEGE:</b>   |  |               |  |       |  |
| Address:   |  | Phone:        |  |       |  |
|  |  | Email:        |  |       |  |
| <b>FROM CONTRACTOR:</b>  |  |               |  |       |  |
| Address:   |  | Phone:        |  |       |  |
|  |  | Email:        |  |       |  |
| <b>ARCHITECT/ENGINEER:</b>   |  |               |  |       |  |
| Address:   |  | Phone:        |  |       |  |
|  |  | Email:        |  |       |  |
| <b>TOTAL ORIGINAL CONTRACT:</b>  |  |               |  |       |  |
| <b>FULLY EXECUTED CHANGE ORDER(S) NUMBERS THROUGH</b>  |  |               |  |       |  |
| <b>TOTAL CONTRACT TO DATE:</b>   |  |               |  |       |  |
| <b>Work Completed to Date per attached Schedule of Values:</b>   |  |               |  |       |  |
| <b>Stored Materials:</b>   |  |               |  |       |  |
| <b>Total Completed Work and Stored Materials:</b> (      % of Contract To Date )   |  |               |  |       |  |
| <small>5% of Total Completed Work and Stored Materials (TCWSM) is retained when TCWSM is less than or equal to 50% of Total Contract to Date. 0% retained when TCWSM is more than 50% of Total Contract to Date. 0 is retained on final pay app.</small> |  |               |  |       |  |
| <b>Final Payment Application</b>   |  |               |  |       |  |
| <b>Less Retainage:</b> <b>Total Due:</b>   |  |               |  |       |  |
| <b>Less Total Previous Payments:</b>   |  |               |  |       |  |
| <b>Balance Due This Estimate:</b>  |  |               |  |       |  |

**1 CONTRACTOR'S CERTIFICATION**

The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
CONTRACTOR'S SIGNATURE

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
(SEAL) \_\_\_\_\_  
NOTARY PUBLIC'S SIGNATURE

**2 ARCHITECT'S/ENGINEER'S CERTIFICATION**

In accordance with the Contract Documents, the Architect or Engineer of Record certifies to the Owner and College that to the best of the Architect's/ Engineer's knowledge and belief:

- the work has progressed to the point indicated herein **and according to the updated attached project master schedule,**
- the quality of the Work is in accordance with the Contract documents, and
- the Contractor is entitled to payment of the amount approved.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
ARCHITECT'S/ENGINEER'S SIGNATURE

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**INSTRUCTIONS**

- Contractor's signature date cannot precede this Pay App date.
- One payment application per month may be submitted.
- Retainage is released as final payment when all close-out requirements per General Conditions Article 34 are completed with ACCS Form 7-F Project Close Out Checklist attached.

**3 COLLEGE APPROVAL**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
COLLEGE

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**REQUIRED ATTACHMENTS:** 1 ACCS Form 6-E Schedule of Values; 2 practicable construction schedule approved when the Notice to Proceed was issued; 3 updated construction schedule using ACCS Form 6-H Progress Schedule & Report or approved "more comprehensive schedule format;" 4 copies of all approved ACCS Form 2-F Contract Change Orders requesting payment this Pay Application (see General Conditions of the Contract, Article 12 - Progress Schedule).

**IF APPLICABLE: ANY PAY APPLICATION THAT REDUCES RETAINAGE REQUIRES ACCS APPROVAL PRIOR TO PROCESSING FOR PAYMENT**

\_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
ACCS FACILITIES REPRESENTATIVE