

# Instructions for AIA® Document G702™–1992

Application and Certificate for Payment

## A. General Information

### 1. Purpose and Related Documents

AIA Document G702, Application and Certificate for Payment, is to be used in conjunction with AIA Document G703, Continuation Sheet. These documents are designed to be used on a Project where a Contractor has a direct Agreement with the Owner. Procedures for their use are covered in AIA Document A201, General Conditions of the Contract for Construction.

### 2. Use of Current Documents

Prior to using any AIA document, the user should consult the AIA, an AIA component chapter or a current AIA Documents List to determine the current edition of each document.

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## B. Completing G702–1992

After the Contractor has completed AIA Document G703, Continuation Sheet, summary information should be transferred to AIA Document G702, Application and Certificate for Payment.

The Contractor should sign G702, have it notarized, and submit it, together with G703, to the Architect.

The Architect should review G702 and G703 and, if they are acceptable, complete the Architect's Certificate for Payment on G702. The Architect may certify a different amount than that applied for, pursuant to Sections 9.5 and 9.6 of A201. The Architect should then initial all figures on G702 and G703 that have been changed to conform to the amount certified and attach an explanation. The completed G702 and G703 should be forwarded to the Owner.

The following is an example of an Application for Payment for Work in progress. Please note that dollar amounts shown below are for illustrative purposes only, and are not intended to reflect actual construction costs.

**Application for Payment Graphic (not available)**

**C. Making Payment**

The Owner should make payment directly to the Contractor based on the amount certified by the Architect on AIA Document G702, Application and Certificate for Payment. The completed form contains the name and address of the Contractor. Payment should not be made to any other party unless specifically indicated on G702.

**D. Executing the Document**

Each person executing the Agreement should indicate the capacity in which they are acting (i.e., president, secretary, partner, etc.) and the authority under which they are executing the Agreement. Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.

# Instructions for AIA® Document G732™–2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

## A. General Information

### 1. Purpose

AIA Document G732–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, is to be used in conjunction with AIA Document G703™–1992, Continuation Sheet. These documents are designed to be used on a Project where a Construction Manager is employed as an adviser to the Owner, but not as a constructor. Procedures for their use are covered in AIA Document A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition.

### 2. Related Documents

AIA Document G703–1992.

### 3. Use of Current Documents

Prior to using any AIA Contract Document, users should consult [www.aia.org](http://www.aia.org) or a local AIA component to verify the most recent edition.

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## B. Using G732–2009

After the Contractor has completed AIA Document G703, Continuation Sheet, summary information should be transferred to AIA Document G732–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition.

The Contractor should sign G732, have it notarized and submit it, together with G703, to the Construction Manager and Architect.

The Construction Manager and Architect should review G732 and G703 and, if they are acceptable, complete the Certificate for Payment on G732. The Construction Manager and Architect may certify a different amount than that applied for pursuant to Sections 9.5 and 9.6 of A232–2009. They should then initial all figures on G732 and G703 that have been changed to conform to the amount certified and attach an explanation. The completed G732 and G703 should be forwarded to the Owner.

### C. Completing G703

**Heading:** This information should be completed to be consistent with similar information on AIA Document G732–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition.

**Columns A, B & C:** These columns should be completed by identifying the various portions of the Project and their scheduled value consistent with the schedule of values submitted at the commencement of the Project or as subsequently adjusted. The breakdown may be by sections of the Work or by Subcontractors and should remain consistent throughout the Project. Multiple pages should be used when required.

**Column C:** Should be subtotaled at the bottom when more than one page is used and totaled on the last page. Initially, this total should equal the original Contract Sum. The total of column C may be adjusted by Change Orders during the Project.

**Column D:** Enter in this column the amount of completed work covered by the previous application (columns D & E from the previous application). Values from column F (Materials Presently Stored) from the previous application should not be entered in this column.

**Column E:** Enter here the value of Work completed at the time of this application, including the value of materials incorporated into the project which were listed on the previous application under Materials Presently Stored (column F).

**Column F:** Enter here the value of Materials Presently Stored for which payment is sought. The total of the column must be recalculated at the end of each pay period. This value covers both materials newly stored for which payment is sought and materials previously stored which are not yet incorporated into the Project. Mere payment by the Owner for stored materials does not result in a deduction from this column. Only as materials are incorporated into the Project is their value deducted from this column and incorporated into column E (Work Completed - This Period).

**Column G:** Enter here the total of columns D, E and F. Calculate the percentage completed by dividing column G by column C.

**Column H:** Enter here the difference between column C (Scheduled Value) and column G (Total Completed and Stored to Date).

**Column I:** This column is normally used only for contracts where variable retainage is permitted on a line-item basis. It need not be completed on projects where a constant retainage is withheld from the overall contract amount.

**Change Orders and Construction Change Directives:** The amount of the original contract, adjusted by Change Orders and amounts authorized for Construction Change Directives as reflected in line 2, is to be entered on line 3 of the G732 form.

### D. Making Payment

The Owner should make payment directly to the Contractor based on the amount certified by the Construction Manager and Architect on AIA Document G732–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition. The completed form contains the name and address of the Contractor. Payment should not be made to any other party unless specifically indicated on G732.