



Pay Application Checklist

A pay application is a collection of documents that demonstrate the work you've completed, and why you deserve the requested payment. The more detailed your pay application is, the more likely you will be to get paid without delay. This checklist for payment application includes documents that are typically required, as well as those that are required in certain situations, or otherwise highly recommended. Use it as a reference for all jobs.

Required documents:

Payment Application Form

A payment application form is typically the cover sheet for the application packet. Depending on the requirements in your contract, this may be the AIA G702 form, ConsensusDocs 710 form, or another form.

Schedule of Values / Continuation Sheet

The schedule of values (SOV) is a line item list of work from the proposal. If using AIA G702 payment application, the G703 Continuation Sheet serves this purpose.

Approved Change Orders

A change order is a document that shows changes to the scope of work, and the cost associated with the change

Bank Information

To secure the ACH or wire payment, it is important to include your most current routing and account information.

Permits, Bonds, Etc.

Permits and bonds are typically required before work can begin.

Required by contract:

Add other documents that the construction contract requires for submission with a payment application.

Recommended documents:

Conditional Lien Waiver

Timesheets / Payroll

On most federal projects, **this is required** to comply with prevailing wage laws.

Schedule of Work

Photos/Visual Aids

Subcontractor Invoices

List of Suppliers and Amounts Owed

Performance Requirements

Required documents with final application:

As Built Drawings

Equipment Warranties

Need pay application help?

- Check out [Levelset's Payment Application](#) page
- [Download](#) a free pay app template
- Ask a question in [Levelset's Expert Center](#)