



## PAY APPLICATION & HELPFUL INFORMATION PACKAGE

**Please read: skipping or delaying any steps listed below may hold up payment.**

**SUBCONTRACTOR AGREEMENT:** The agreement will be sent via DocuSign. It must be signed before the billing process can begin. A fully executed copy will be returned through DocuSign for your records. The attachments include forms to be used for the project. Please review for requirements.

**PLANS / SPECS:** It is the subcontractor's responsibility to verify and ensure they have the correct set of plans & specs.

**SAFETY:** Review Section 4.4.1 of the Subcontract Agreement for documents required to be submitted prior to work being performed. Contact, if questions and to submit information: Marc Tipton; marc@delcompany.com.

**PAYMENT PROCEDURES:** For more information, see Article 11 of the Subcontract Agreement. The following documents are required:

- .1 Executed Subcontract Agreement, Certificate of Insurance per Article 12, and a current year W-9.
- .2 Notarized Application for Payment. We have provided a form to use, or you may use an AIA equivalent.
- .3 Lien Waiver from Delco Subcontractor. Monthly and a final when appropriate.
- .4 When third tier procedures are required, refer to the third tier procedures for instructions and forms.
- .5 Certified payroll: When required this will be stated in the Subcontract Agreement. Reports must be submitted through most current week prior to pay application date. All reports must be received prior to final payment.
- .6 If the owner on the contract is listed as "Fresenius Medical Care (FKC):
  - .1 All lien waivers, partial & final, must be completed and signed in BLUE ink.
  - .2 Corporations: The person signing must be an officer.
  - .3 Limited Liability Companies: The person signing must be Member, Managing Member or Owner. If another title is used, attach a document authorizing that person to sign with that title.
  - .4 Notary: The last name of the person signing, and the last name of the notary public cannot be the same.
- .7 Projects with unique conditions will have instructions included with the documents for that project.

**WARRANTY, CLOSEOUT AND FINAL PAYMENT:** SEE SECTION 11.3 of the Subcontract Agreement.

**Return all documents via email. Hard copies are not required unless specifically indicated.**

<b><u>2022 and forward</u> - Pay Applications, lien waivers, third tier list &amp; other associated documentation related to subcontracts/POs on <u>jobs started in 2022</u></b>		<b>Enter through Procore –</b> Contact your Project Manager with questions
<b><u>PRIOR to 2022</u> - Pay Applications, invoices, lien waivers, Third Tier List, &amp; all associated documents (whether sent with pay application or individually)</b>		AP@delcompany.com
Pay Application questions	Gloria Burkhalter	<a href="mailto:Gloria@delcompany.com">Gloria@delcompany.com</a>
Subcontract Agreements	Sign and return through DocuSign	
W-9	Submit once per year	AP@delcompany.com
Insurance Certificates	Accounts Payable	AP@delcompany.com Angel@delcompany.com
Warranty Information	Stephanie Garrison	Stephanie@delcompany.com
Sales Tax Report (NC – when required)	Submit w/pay application	AP@delcompany.com
Business License (SC – when required)	Submit one-time up front	AP@delcompany.com
I-312 Non-Resident Tax Form (SC– when required)	Submit one-time up front	AP@delcompany.com
Certified payroll reports (when required)	Submit w/pay application	AP@delcompany.com
Safety Information / Documents	Marc Tipton	Marc@delcompany.com



# Checklist

## One Time Submission

- Subcontract executed and returned via DocuSign
- W-9 (annually)
- Certificate of Insurance
- List of Supplier, Sub-Subcontractor, and Equipment Rental Companies. Revise, re-date and re-send when necessary. (if required)
- South Carolina (if required): City/County Business License
- South Carolina (if required): I-312 Non-resident Tax Registration form
- Safety Items (Submit to and contact if questions: Marc Tipton)

## Monthly Submission with Pay Application:

- Subcontractor Lien Waiver (Final Waiver upon completion)
- Lien Waivers from suppliers, sub-subcontractors, and equipment rental companies (Final Waivers upon completion). Waivers may be sent as follow-up items but must be received prior to payment being made.
- If required: Sales Tax Report
- If required: Certified Payroll Reports

WHEN PAY APPLICATIONS ARE RECEIVED OUR A / P DEPARTMENT WILL REVIEW AND NOTIFY YOU **ONLY ONCE** OF ANY MISSING DOCUMENTATION. IT IS YOUR RESPONSIBILITY TO SUBMIT ALL REQUIRED INFORMATION FOR PAYMENT TO BE MADE. PLEASE DO NOT CALL OUR OFFICE TO ASK WHAT DOCUMENTATION IS NEEDED FOR PAYMENT. REFER TO THE ABOVE CHECKLIST AND THE SUBCONTRACT AGREEMENT.

Return all documents via email. Hard copies are not required unless specifically indicated for a particular project.

### SUBMIT INFORMATION TO:

<b>2022 and forward</b> - Pay Applications, lien waivers, third tier list & other associated documentation related to subcontracts/POs on <u>jobs started in 2022</u>		Enter through Procore – Contact your Project Manager with questions
<b>PRIOR to 2022</b> - Pay Applications, invoices, lien waivers, Third Tier List, & all associated documents (whether sent with pay application or individually)		AP@delcompany.com
Pay Application questions	Gloria Burkhalter	Gloria@delcompany.com
Subcontract Agreements	Sign and return through DocuSign	
W-9	Submit once per year	AP@delcompany.com
Insurance Certificates	Accounts Payable	AP@delcompany.com, Angel@delcompany.com
Warranty Information	Stephanie Garrison	Stephanie@delcompany.com
Sales Tax Report (NC – when required)	Submit w/pay application	AP@delcompany.com
Business License (SC – when required)	Submit one-time up front	AP@delcompany.com
I-312 Non-Resident Tax Form (SC– when required)	Submit one-time up front	AP@delcompany.com
Certified payroll reports (when required)	Submit w/pay application	AP@delcompany.com
Safety Information / Documents	Marc Tipton	Marc@delcompany.com

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code		
	<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

THE AIA APPLICATION FOR PAYMENT & CONTINUATION SHEET MAY BE USED IN LIEU OF DELCO'S FORMS.



Subcontractor: \_\_\_\_\_ Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Application No# \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Invoice# \_\_\_\_\_  
 Phone# & Email: \_\_\_\_\_ Contract No# \_\_\_\_\_ Pay Period Ending \_\_\_\_\_

		Retainage	Total Earned
1	Original Contract Amount		
2	<u>Approved</u> Change Orders		
3	Agreed Contract Amount to Date (line 1 plus line 2)	0.00	
4	Total Work Completed To Date	0.00	0.00
5	Previous Billings (Previous Application YTD completed & billed)	0.00	0.00
6	Work completed this period	0.00	0.00
7	Current Payment Due		0.00
8	Balance To Finish (line 3 minus line 4 ) PLUS Retainage Held (line 4)	0.00	0.00

For David E. Looper & Co. internal use only

A #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F (NOT IN D OR E) MATERIALS PRESENTLY STORED	G (D+E+F) TOTAL COMPLETED AND STORED TO DATE	H (C-G) BALANCE TO FINISH	I RETAINAGE 0%
			FROM PREVIOUS APPLICATION (D & E)	THIS PERIOD				
1						0.00	0.00	0.00
2						0.00	0.00	0.00
3						0.00	0.00	0.00
4						0.00	0.00	0.00
5						0.00	0.00	0.00
6						0.00	0.00	0.00
7						0.00	0.00	0.00
8	Total from attached "Continuation Sheet"					0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00

The undersigned warrants that all materials, labor and services furnished through the above mentioned pay period have been fully paid for (except as listed on attached sheet), and the premises of the above mentioned project cannot be made subject to any lien or claim by anyone who furnished material, labor, or services to the Subcontractor for use in said project; and the Subcontractor hereby releases the Owner and David E. Looper & Company from any further liability in connection with all materials, labor, and services furnished by Subcontractor through this pay period.

This release is given in order to induce payment in the amount of \$ 0.00, and upon said payment by the undersigned, this release shall become in full force and effect.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 20 seal  
 Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

CONTINUATION SHEET

Pay App 10.20.2020

From: 0 \_\_\_\_\_  
 0 \_\_\_\_\_

Project Name: \_\_\_\_\_

Date: 1/0/00

Contract No# 0 \_\_\_\_\_

Application No# 0

Invoice# 0

To: David E. Looper & Company, Inc.

Pay Period Ending 1/0/00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE**	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)  0%
			FROM PREVIOUS APPLICATION (D & E)	THIS PERIOD				
9						0.00	0.00	0.00
10						0.00	0.00	0.00
11						0.00	0.00	0.00
12						0.00	0.00	0.00
13						0.00	0.00	0.00
14						0.00	0.00	0.00
15						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: \*\*Column C, Scheduled Value: The total will be equal to the Subcontract Amount plus any change order amounts.





PO Box 3224 Hickory, NC 28603  
828-324-1284 Fax: 828-324-1289

For use by David E. Looper & Company  
Subcontractors only.

WAIVER OF LIEN  
FOR MATERIALS, SUPPLIES, LABOR, AND/OR EQUIPMENT

Project: \_\_\_\_\_

Pay App No. \_\_\_\_\_

**OR**

Company: \_\_\_\_\_

Invoice No. \_\_\_\_\_

The Undersigned has furnished material, supplies, labor (including payment of all applicable sales and use taxes), and/or equipment for the Project listed above and certifies the following:

**PARTIAL:** *[exclude retainage]*

\$ \_\_\_\_\_ Current Amount Due through the date of \_\_\_\_\_,

\$ \_\_\_\_\_ Amount invoiced prior to date listed above and not yet paid,

\$ \_\_\_\_\_ Total Amount Due *[Total of lines 1 and 2 above];*

Upon receipt of the amount due stated above and payment from the financial institution on which the check is drawn, this document waives and releases any and all lien or claim of, or right to, a lien, and all payment bond rights against the Project through the date specified for any services, work, labor, materials, and/or equipment performed or furnished by it except for retention withheld, changes pending approval, disputed items and claims listed below, or items furnished or invoiced after the date specified. Disputed Claims:

\_\_\_\_\_

**FINAL:**

Upon receipt of the sum of \$ \_\_\_\_\_, I will be paid **the full and final payment** for all work, services, materials, labor, and/or equipment for this Project.

Upon receipt of any payment due stated above, this document waives and releases any and all lien or claim of, or right to, a lien, and all payment bond rights against the Project for any services, work, labor, materials, and/or equipment performed or furnished by it.

The Undersigned warrants and represents that all persons, partnerships, firms, entities, or corporations, including, without limitation, all subcontractors (of any tier) or suppliers, who have furnished labor, materials and/or equipment to the Undersigned for use in the improvements to the Project premises have been paid in full.

The person executing this release is an authorized officer of the Undersigned, has personal knowledge of all the matters set forth, and is duly authorized to execute this Waiver of Lien and bind the Undersigned.

The provisions hereof shall be for the benefit of David E. Looper & Company, Inc., the Project Owner, and all other persons having an interest in the premises and their respective successors and assigns.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Notary Public

(S E A L)

THE AIA APPLICATION FOR PAYMENT & CONTINUATION SHEET MAY BE USED IN LIEU OF DELCO'S FORMS.



Subcontractor: My Compnay, LLC Project Name: Someplace Date: 10/20/2020  
 Address: 111 Somewhere Rd., Anytown, Nc 29999 Application No#: 3  
 Contact Name: Will Smith Invoice#: 44012  
 Phone# & Email: 123-456-7890, Will@myco.com Contract No#: 20-09-09S Pay Period Ending: 10/1/20 - 10/31/20

		Retainage 10%	Total Earned
1	Original Contract Amount		737,480.00
2	<i>Approved</i> Change Orders		500.00
3	Agreed Contract Amount to Date (line 1 plus line 2)		<u>737,980.00</u>
4	Total Work Completed To Date	(4,500.00)	40,500.00
5	Previous Billings (Previous Application YTD completed & billed)	(3,000.00)	27,000.00
6	Work completed this period	(1,500.00)	13,500.00
7	Current Payment Due		<b>13,500.00</b>
Balance to finish		Retainage Held	Total
8	Balance To Finish (line 3 minus line 4 ) PLUS Retainage Held (line 4)	4,500.00	697,480.00



A #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D & E)	THIS PERIOD				
1	Structure Steel	500,000.00	30,000.00	5,000.00		35,000.00	465,000.00	3,500.00
2	Drywall	21,530.00		10,000.00		10,000.00	11,530.00	1,000.00
3	HVAC	24,000.00				0.00	24,000.00	0.00
4	Painting	12,000.00				0.00	12,000.00	0.00
5	Roof	23,500.00				0.00	23,500.00	0.00
6	Drain	1,350.00				0.00	1,350.00	0.00
7	Sidewalk	7,000.00				0.00	7,000.00	0.00
8	Total from attached "Continuation Sheet"	148,600.00				0.00	148,600.00	0.00
TOTAL		737,980.00	30,000.00	15,000.00	0.00	45,000.00	692,980.00	4,500.00

The undersigned warrants that all materials, labor and services furnished through the above mentioned pay period have been fully paid for (except as listed on attached sheet), and the premises of the above mentioned project cannot be made subject to any lien or claim by anyone who furnished material, labor, or services to the Subcontractor for use in said project; and the Subcontractor hereby releases the Owner and David E. Looper & Company from any further liability in connection with all materials, labor, and services furnished by Subcontractor through this pay period.  
 This release is given in order to induce payment in the amount of \$ 13,500.00, and upon said payment by the undersigned, this release shall become in full force and effect.

By: Will Smith Title: Project Manager  
 Sworn to before me this 10th day of October, 20 20 seal  
 Notary Public \_\_\_\_\_ My Commission Expires 1/1/2027

CONTINUATION SHEET

Pay App 10.20.2020

From: My Company, LLC  
Will Smith

Project Name: Someplace

Date: 10/20/20

Contract No# 20-099-09S

Application No# 3

Invoice# 44012

To: David E. Looper & Company, Inc.

Pay Period Ending 10/1/20 - 10/31/20

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE**	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE) 10%
			FROM PREVIOUS APPLICATION (D & E)	THIS PERIOD				
9	Building insulation	100,000.00				0.00	100,000.00	0.00
10	Exterior sheating	42,000.00				0.00	42,000.00	0.00
11	Supervisory Labor	4,100.00				0.00	4,100.00	0.00
12	Final Clean Up and documentation	2,000.00				0.00	2,000.00	0.00
13	CO1 additional drain works	500.00				0.00	500.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
						0.00	0.00	0.00
TOTAL		148,600.00	0.00	0.00	0.00	0.00	148,600.00	0.00

Note: \*\*Column C, Scheduled Value: The total will be equal to the Subcontract Amount plus any change order amounts.







## Third Tier Procedures

Subcontracts issued for \$25,000.00 or more require a list of third tier Suppliers, Sub-subcontractors, and Equipment Rental Companies ( "Company ") and lien waivers for each Company to be paid \$5,000 or more for the project.

### Documents Required:

#### **1) List of Material Suppliers, Sub-Subcontractors, and Equipment Rental Companies ("List"):**

- Include all *suppliers, sub-subcontractors, and equipment rental companies* to be paid \$5,000 or more for the project, not per pay application.
- Enter the Total Purchase Amount anticipated to be paid to each Company. Estimate if actual unknown.
  - If supplier, enter the amount of your purchase order.
  - If equipment rental company or sub-subcontractor, include the amount from your proposal or contract.
  - **In the notes section state when the vendor(s) will start as lien waivers are not required until that time.**
- Submit the List:
  - Prior to the first payment being made.
  - Update, re-date, and resend when changes are made, and companies are added or deleted.

#### **2) Lien Waivers for all Companies on the List:**

- Submit partial waivers monthly from each Company and a final waiver when paid in full.
  - If there is an amount due for that month, joint checks will be issued unless an updated waiver is received prior to releasing payment to Subcontractor.
  - The pay application submitted must cover the dollar amount stated on the third tier waivers, if any; a Company cannot be short paid.
- Waivers may be sent with the pay application or as follow-up items but must be received prior to payment being made.
- ***It is the Subcontractor's responsibility to know who waivers are needed from and to obtain them. We cannot issue payment without them.*** If a Company is slow or reluctant to return a waiver to you, they may be holding up their own payment. If a Company has questions, they may contact Accounts Payable at 828- 324-1284.

### Payment:

The amount due on the pay application will be paid to the Subcontractor **unless we have a conditional lien waiver from a third tier Company with a balance due.**

If we have third tier lien waiver(s) with amount(s) due:

- Separate checks will be written jointly to the Subcontractor and each Company.
- A check will be made payable to Subcontractor for any balance remaining due on the pay application after payment to any Company with an amount due.
- All checks are mailed to Subcontractor. It is Subcontractor's responsibility to endorse any joint checks and forward to each Company.



## List of Material Suppliers, Sub-Subcontractors and Equipment Rental Companies

Name of Project: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

List Contact Information:  
Name/Telephone/Email \_\_\_\_\_  
\_\_\_\_\_

1) List ALL suppliers, equipment rental companies, and sub-subcontractors that you intend to pay \$5,000 or more for the entire project, not per pay application.

2) **Submit with your initial pay application.**

3) Update and re-submit, as necessary.

1) A partial or final lien waiver from each Company on the list is required with every pay application *once that Company has started work/supplied material.*

2) **Once a final lien waiver has been received, Delco will no longer require a lien waiver from that Company.**

Material Supplier, Sub-Subcontractor, Equipment Rental Company	Total Purchase Amount (Estimate if Actual Unknown)	Notes: (Include Start Date)



PO Box 3224 Hickory, NC 28603  
828-324-1284 Fax: 828-324-1289

David E. Looper & Company Subcontractors:  
Your suppliers / subcontractors will use this form.

**THIRD TIER WAIVER OF LIEN**  
FOR MATERIALS, SUPPLIES, LABOR, AND/OR EQUIPMENT

Name of Claimant (Third Tier): \_\_\_\_\_

Delco Subcontractor: \_\_\_\_\_

Project: \_\_\_\_\_

Claimant has furnished material, supplies, labor (including payment of all applicable sales and use taxes), and/or equipment for the Project listed above and certifies the following:

**PARTIAL:**

All invoices have been paid in full through the date of \_\_\_\_\_;

**OR**

\$\_\_\_\_\_ Current Amount Due through the date of \_\_\_\_\_,

\$\_\_\_\_\_ Amount invoiced prior to date listed above and not yet paid,

\$\_\_\_\_\_ Total Amount Due [Total of lines 1 and 2 above];

Upon receipt of the amount due stated above and payment from the financial institution on which the check is drawn, this document waives and releases any and all lien or claim of, or right to, a lien, and all payment bond rights against the Project through the date specified for any services, work, labor, materials, and equipment performed or furnished by it except for retention withheld, changes pending approval, disputed items and claims, or items furnished or invoiced after the date specified.

**FINAL:**

I have been paid **the full and final amount due** for all materials, labor and/or equipment for this project.

**OR**

Upon receipt of the sum of \$\_\_\_\_\_ [Enter amount due], I will be paid **the full and final** payment for all materials, labor and/or equipment for this project.

This document waives and releases any and all lien or claim of, or right to, a lien, and all payment bond rights against the Project for any and all services, work, labor, materials, and equipment performed or furnished by it.

Claimant warrants and represents that all persons, partnerships, firms, entities, or corporations, including, without limitation, all subcontractors or suppliers, who have furnished labor, materials and/or equipment to Claimant for use in the improvements to the project premises have been paid in full.

The person executing this release is an authorized officer of Claimant, has personal knowledge of all the matters set forth, and is duly authorized to execute this Waiver of Lien and bind Claimant.

The provisions hereof shall be for the benefit of David E. Looper & Company, Inc. and all other persons having an interest in the premises and their respective successors and assigns.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Claimant: \_\_\_\_\_

By: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(S E A L) \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Public



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> SUBCONTRACTOR'S AGENT STREET CITY, STATE ZIP CODE	<b>CONTACT AGENT NAME</b> NAME:	
	<b>PHONE (A/C. No. Ext):</b> AGENT PHONE	<b>FAX (A/C. No.):</b>
	<b>E-MAIL ADDRESS:</b> AGENT EMAIL	
	<b>PRODUCER CUSTOMER ID #:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> SUBCONTRACTOR STREET CITY, STATE ZIP CODE	<b>INSURER A:</b> NAME OF INSURANCE COMPANY	<b>NAIC #</b> #####
	<b>INSURER B:</b> NAME OF INSURANCE COMPANY	#####
	<b>INSURER C:</b> NAME OF INSURANCE COMPANY	#####
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b>	X		POLICY NUMBER	DATE	DATE	EACH OCCURRENCE	\$ 1,000,000
X	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC							\$
	<b>AUTOMOBILE LIABILITY</b>	X		POLICY NUMBER	DATE	DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
X	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
X	HIRED AUTOS						PROPERTY DAMAGE (Per claim)	\$
X	NON-OWNED AUTOS							\$
								\$
X	<b>UMBRELLA LIAB</b>			POLICY NUMBER	DATE	DATE	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR						AGGREGATE	\$
	<b>EXCESS LIAB</b>							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			POLICY NUMBER	DATE	DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
	<b>Pollution Liability</b>			POLICY NUMBER	DATE	DATE	E.L. DISEASE - POLICY LIMIT	\$ 500,000
							\$2,000,000 per claim/\$4,000,00 general aggregate	

# SAMPLE

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

COVERAGE APPLIES TO (PROJECT NAME AND ADDRESS). CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED ON THE GL & UMBRELLA; THE MOST RECENT VERSIONS OF CG2010 AND CG2037 MUST BE USED.  
 EIFS SCOPE OF WORK: Subcontractor's Commercial General Liability policy shall not contain an exclusion for claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces. Subcontractors performing EIFS work must provide evidence of EIFS coverage naming Certificate Holder and Owner as additional insureds. Copy of entire General Liability policy should provide evidence of EIFS coverage.

**CERTIFICATE HOLDER**
 DAVID E. LOOPER AND COMPANY, INC.  
 PO BOX 3224  
 HICKORY, NC 28603
**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE