

The Pay-App Checklist for Florida Subcontractors

Run through this before every billing packet goes to the GC. Most pay apps that get sent back are missing something small. Catch it here, not in the GC's rejection email.

Job	GC	Pay app #	Due to GC
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1 Timing and format

- ☐ You know this GC's billing cutoff (often the 20th to 25th) and whether they want a pencil draft first
- ☐ You're using the form they require: AIA G702/G703, their own form, or their portal (Textura, GCPay, Procore, and so on)
- ☐ "Period to" date matches the GC's billing period
- ☐ Application number is next in sequence, and "previously certified" matches what the GC actually approved last month

2 Schedule of values

- ☐ Line items match the contract schedule of values; no new lines without approval
- ☐ Percent complete matches what the superintendent will see on a site walk. Overbilling is the fastest way to get the whole packet sent back
- ☐ Stored materials billed only with backup: invoices, delivery tickets, and storage or insurance proof if billing off-site materials
- ☐ Math checks out: line totals, retainage, less previous payments, current payment due (watch for rounding drift across lines)

3 Change orders

- ☐ Only fully signed change orders are billed as approved work
- ☐ Pending or verbal changes are on your change log, priced, and chased, not forgotten
- ☐ CO numbers and amounts match the GC's change order log

4 Retainage

- ☐ Retainage rate matches your subcontract, including any reduction after a milestone such as 50% complete
- ☐ Total retainage held to date agrees with the GC's records

Most common quiet hold-up: an insurance certificate that expired mid-month. The packet looks complete, but it sits in the GC's compliance queue. Check expiration dates a month ahead.

5 Lien waivers and releases

- ☐ This period's waiver is dated, for the amount billed, and for the right period
- ☐ Waiver form follows Florida's statutory forms (Fla. Stat. § 713.20) or the GC's equivalent
- ☐ You know whether the waiver takes effect when signed or only when paid. If unsure, ask your attorney before signing
- ☐ Waivers for payments already received are included if the GC asks for them
- ☐ Waivers from your own suppliers and sub-subs are collected, if the GC requires them
- ☐ Signatures, notarization, or witnesses completed as the GC requires
- ☐ Final payment: final waivers ready, plus a final payment affidavit if you're in privity with the owner (§ 713.06(3)(d))

6 Compliance documents

- ☐ Certificate of insurance current through the billing period, with the additional insured and waiver of subrogation endorsements the GC requires
- ☐ Workers' comp coverage (or exemption) current
- ☐ Contractor license current with the state and any local requirements
- ☐ W-9 on file with the GC; vendor setup complete in their system
- ☐ Certified payroll included if the job requires it
- ☐ GC-specific items attached: sworn statements, manpower or safety reports, daily logs

7 Lien rights on this job

- ☐ Notice to Owner served within 45 days of your first day on the job (private projects), with proof of service in the job file
- ☐ Last day of furnishing is written down; a claim of lien is generally due within 90 days of it
- ☐ Deadlines are on a shared calendar with reminders, not in one person's head

8 Before you hit submit

- ☐ Someone other than the preparer checked the math and the attachments
- ☐ Everything is in one file, in the GC's order, named the way they ask
- ☐ Submission confirmation saved, and a follow-up date set if it isn't approved on schedule