



Billing and Payment Procedures

As part of our requirements, in order to be sure that the payment process remains smooth and quick, the following guidelines need to be followed completely:

- Most of the Subcontractor requirements do not differ from what is already in your Subcontract Agreement.
- We will bill the Project Owner at the end of every month for all work completed during that month.
- Our Billing Packet will need to include all of the Subcontractor's required billing documents.
- In order to make it into our months billing to the Project Owner, we must receive your billing documents no later than the 25th of each month.
- If a Subcontractor's complete documentation is not received in our office by the 25th of the month, it cannot be included in that month's billing and will have to go on the following month's bill.
- Subcontractor billing documents include the following:
 - Subcontractor's Pay Application – The attached "Request for Payment" form and "Values of Continuation" sheet must be used.
 - Conditional Release of Lien for that draw.
 - Supplier's Unconditional Release of Lien – for payments already made for materials/rentals.
 - Supplier's Invoices and Conditional Release – Unpaid suppliers will all be paid by joint check.

Upon payment, an Unconditional Release will be provided to you. This release will need to be signed and returned either before or with your next month's billing. If joint checks are written to suppliers, an Unconditional Release will also be required from them.

We want this process to run smoothly. We have been assured of a quick processing period and turnaround time for payments if all required documentation is provided. If you have any questions, please feel free to contact our office right away so we can get your questions answered before billing time.

MOMENTUM GENERAL CONTRACTORS

ATTACHMENT "B" SUBCONTRACTOR APPLICATION FOR PAYMENT

SUBCONTRACTOR: _____

PROJECT: _____

PERIOD: _____, 2025 TO: _____, 2025

CONTRACT AMOUNT:

01. Original Contract Amount	\$ _____
02. Approved Change Orders Nos. ____	\$ _____
03. Adjusted Contract Amount (Line 1 + Line 2)	\$ _____
04. Value of Work Completed to Date (____ %)	\$ _____
05. Amount Retained (10% x Line 4)	\$ _____
06. Total Less Retainage (Line 4 - Line 5)	\$ _____
07. Previous Amount Invoiced	\$ _____
08. Net Amount Due This Request (Line 6 - Line 7)	\$ _____

CERTIFICATE OF THE SUBCONTRACTOR:

I hereby certify that the work performed as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and Momentum General Contractors relating to the above referenced project.

I also certify that payment, less application retention, have been made through the period covered by previous payment received from contractor, to (1) all my subcontractors and (2) for all materials and labor used in or in connection with this performance of this contract. Subcontractor does further warrant that should any claim or lien be filed for material supplied or labor performed by virtue of subcontractor's participation in the construction of said improvement, subcontractor will immediately furnish a bond pursuant to Article 5472b-1, Texas Revised Civil Statutes, for release of such lien, and obtain settlement of any such liens and furnish Owner and contractor written full release of such liens. Should Subcontractor be unable to obtain such release, subcontractor agrees to fully indemnify and hold harmless the Contractor and Owner for any and all costs they may incur by reason of such liens.

I further certify I have complied with Federal, State and Local tax laws, including social security laws, unemployment compensation laws and workman's compensation laws in so far as applicable to the performance of this contract.

DATE: _____ **BY:** _____ **TITLE:** _____

SUBSCRIBED AND SWORN BEFORE ME THIS ____ **DAY OF** _____, 20____

NOTARY PUBLIC: _____ **FOR** _____ **COUNTY, TEXAS**

MY COMMISSION EXPIRES: _____

