



OUT-OF-STATE COMMERCIAL INSPECTION FUNDING INSTRUCTIONS

PLEASE CALL ASI AT LEAST 48 HOURS PRIOR TO THE REQUESTED INSPECTION DATE.

FILL OUT APPLICATION FOR PAYMENT AS FOLLOWS ~ THIS FORM **MUST** BE SIGNED BOTH PARTIES. (OWNER AND BUILDER)

- A) LABEL EACH DESCRIPTION UNDER COLUMN "B".
- B) LABEL EACH VALUE UNDER COLUMN "C".
- C) LABEL EACH MONIES TO REQUEST UNDER COLUMN "E" OR "F".
- D) DISCUSS WITH ASI THE COMPLETION OF REMAINING COLUMNS FOR SUBMITTAL FOR PAYMENT

COMPLETE LIEN AFFIDAVIT AND/OR LIEN WAIVERS IF REQUIRED

(NOTE: LIEN WAIVERS ARE REQUIRED IN MASSACHUSETTS.)

PLEASE HAVE ALL PAPERWORK IN ORDER FOR INSPECTION DATE TO ENSURE TIMELY PROCESSING OF DISBURSEMENT.

PLEASE CONTACT ASI FOR INFORMATION ON DEPOSITS FOR ORDERING OF WINDOWS, CABINETS OR BUILDING PACKAGE.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ASI AT ANY TIME MONDAY THROUGH FRIDAY, 9:00 AM ~ 5:00 PM. IF LEAVING A MESSAGE, **PLEASE REFER TO PROJECT NAME, BANK AFFILIATED AND CONTRACTOR WITH ALL MESSAGES.**

ASI 225 Water Street Exeter, NH 03833-2417 / Phone: 772-1180 / Fax: 772-1181

ASI # BNK-0523 REQ # 12 DATE 4/25/05	PROJECT: John Doe Supply 3 Merry Lane Anytown, MA 01234	CONTRACTOR: ABC Construction 25 Industrial Ave. Anywhere, MA 01234
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Change Orders approved in previous months by Owner TOTAL	APPROVED	DEDUCTIONS																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Approved per owner</th> </tr> <tr> <th>Number</th> <th>Date approved</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> </tr> </table>	Approved per owner		Number	Date approved													TOTAL			
Approved per owner																				
Number	Date approved																			
TOTAL																				

1. ORIGINAL CONTRACT SUM	\$ <u>800,000.00</u>
2. Net Change by Change Orders	\$ <u>0.00</u>
3. CONTRACT SUM TO DATE (LINE 1+2)	\$ <u>800,000.00</u>
4. TOTAL COMPLETED & STORED TO DATE	\$ <u>458,600.00</u>
5. RETAINAGE	
a. ____ % of Completed Work \$ _____	
b. ____ % of Stored Material \$ _____	
Total Retainage	\$ _____
(Line 5a + 5b)	\$ _____
6. TOTAL EARNED LESS RETAINAGE (LINE 4 - LINE 5 TOTAL)	\$ <u>458,600.00</u>
7. LESS PREVIOUS PAYMENTS	\$ <u>426,600.00</u>
8. CURRENT PAYMENT DUE	\$ <u>32,000.00</u>
9. BALANCE DUE PLUS RETAINAGE	\$ <u>341,400.00</u>

CUSTOMER BY <u><i>John Doe</i></u> DATE <u>4/25/05</u>	CONTRACTOR BY <u><i>ABC Co.</i></u> DATE <u>4/25/05</u>
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Note: Any Application for Payment MUST BE SIGNED by both parties and ALL documents below attached. (*)
 Note:

- * APPLICATION COVER SHEET
- * APPLICATION CONTINUATION SHEET
- * NOTARIZED AFFIDAVIT
- * NOTICE & CERTIFICATION (when applicable)

INSPECTORS USE ONLY	
APPROVED: _____	_____
DATE: _____	TIME: _____
DATE PROCESSED: _____	

WITNESS

CSI COMMERCIAL APPLICATION FOR PAYMENT

ASI #		PROJECT:		CONTRACTOR:	
REQ #					
DATE					
Change Orders approved in previous months by Owner		APPROVED		DEDUCTIONS	
TOTAL					
Approved this Month					
Number		Date Approved			
TOTALS					
Net change by Change Orders					
CUSTOMER					
BY _____		DATE _____			
CONTRACTOR					
BY _____		DATE _____			
Note: Any Application for Payment MUST BE SIGNED by both parties and ALL documents below attached (*)					
Note: * APPLICATION COVER SHEET					
* APPLICATION CONTINUATION SHEET					
* NOTARIZED AFFIDAVIT					
* NOTICE & CERTIFICATION (when applicable)					
ASI 97-3					
1. ORIGINAL CONTRACT SUM		\$			
2. Net Change by Change Orders		\$			
3. CONTRACT SUM TO DATE (LINE 1+2)		\$			
4. TOTAL COMPLETED & STORED TO DATE		\$			
5. RETAINAGE:					
a. ____ % of Completed Work \$					
b. ____ % of Stored Material \$					
Total Retainage		\$			
(line 5a + 5b)					
6. TOTAL EARNED LESS RETAINAGE		\$			
(LINE 4 - LINE 5 TOTAL)					
7. LESS PREVIOUS PAYMENTS		\$			
8. CURRENT PAYMENT DUE		\$			
9. BALANCE DUE PLUS RETAINAGE		\$			
INSPECTORS USE ONLY					
APPROVED: _____					
DATE: _____		TIME: _____			
DATE PROCESSED: _____					

CONTINUATION SHEET

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPL. AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
			Previous Applications	THIS APPLICATION					
				Work in Place	Stored Material (not in D or E)				

LIEN AFFIDAVIT

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE)

DATE OF THIS INSTRUMENT: _____ DAY OF _____, 200__

AMOUNT OF REQUESTED
DISBURSEMENT:

\$

NAME OF BUSINESS
REQUESTING FUNDS: _____

NAME OF INDIVIDUAL
REQUESTING FUNDS: _____

NAME OF
PROPERTY OWNER: _____

ADDRESS OF
PROPERTY: _____

THE UNDERSIGNED MORTGAGOR (OWNER) OR MORTGAGOR'S AGENT (BUILDER/SUB-CONTRACTOR/SUPPLIER) HEREBY CERTIFIES TO THE CONSTRUCTION MORTGAGEE (BANK/LENDER), THAT ALL WORK FOR WHICH THE REQUESTED DISBURSEMENT IS TO BE MADE HAS BEEN COMPLETED AND THAT ALL SUB-CONTRACTORS AND OR THEIR SUPPLIERS OF MATERIAL AND, OR LABOR HAVE BEEN PAID FOR THEIR SHARE OF SUCH WORK OR WILL BE PAID OUT OF THIS DISBURSEMENT THROUGH THE DATE LISTED ABOVE.

SIGN BY INDIVIDUAL REQUESTING FUNDS
(MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC)

TO BE FILLED OUT BY NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____

SUBSCRIBED AND SWORN TO BEFORE ME, THIS _____ DAY OF _____, 200__

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES:

LIEN WAIVER

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE AND WITNESS)

TO ALL WHOM IT MAY CONCERN:

THE UNDERSIGNED
BUSINESS:

INDIVIDUAL:

UNDER AN AGREEMENT
WITH:

PROPERTY LOCATED AT:

THE OWNERS OF
SUCH PROPERTY ARE:

THEREFORE, THIS _____ DAY OF _____, 200__, FOR AND IN
CONSIDERATION OF THE SUM OF \$_____, HAS BEEN PAID AND
RECEIVED, THE UNDERSIGNED DOES HEREBY WAIVE AND RELEASE ANY
LIEN RIGHTS TO, OR CLAIM OF LIEN WITH RESPECT TO AND ON SAID
ABOVE DESCRIBED PREMISES, AND THE IMPROVEMENTS THEREON,
AND ON THE MONIES OR OTHER CONSIDERATIONS DUE OR TO BECOME
DUE FROM THE OWNER, ON ACCOUNT OF LABOR, SKILL, SERVICE,
MATERIAL AND/OR EQUIPMENT FURNISHED BY THE UNDERSIGNED TO
OR FOR THE ABOVE DESCRIBED PREMISES AND IMPROVEMENTS
THEREON TO THIS DATE WITHOUT PREJUDICE TO ASSERT ANY LIEN AS
TO FUTURE DELIVERY, PERFORMANCE OR FURNISHING THAT
INCREASE TOTAL VALUE DELIVERED, PERFORMED OR FURNISHED TO
MORE THAN THE AMOUNT STATED ABOVE.

SIGNATURE

WITNESS