



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 11A Hampton Road, Exeter, NH 03833 / Phone: 772-1180 / Fax: 772-1181

A	B	C	D	E	F	G	H		
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
			THIS APPLICATION						
			Previous Applications	Work in Place	Stored Material (not in D or E)				
1	Design	30,000.00	30,000.00	0.00					
2	Permits	15,600.00	15,600.00	0.00					
3	Sitework	35,000.00	32,000.00	0.00					
4	Foundation	37,000.00	37,000.00	0.00					
5	Concrete Slabs	13,400.00	0.00	0.00					
6	Framing	198,000.00	193,000.00	5,000.00					
7	Siding	48,000.00	0.00	23,000.00					
8	Gas Fireplaces	6,000.00	0.00	0.00					
9	Windows	32,000.00	30,000.00	0.00					
10	Exterior Doors	14,000.00	10,000.00	4,000.00					
11	Plumbing	38,000.00	0.00	0.00					
12	Electrical	27,500.00	0.00	0.00					
13	HVAC	48,000.00	0.00	15,000.00					
14	Fire Alarm/Security	3,000.00	0.00	0.00					
15	Insulation	9,500.00	0.00	0.00					
16	Drywall	35,000.00	0.00	0.00					
17	Interior Trim/Stairs	40,000.00	0.00	0.00					
18	Interior Paint	28,000.00	0.00	0.00					
19	Cabinets/Mirrors	30,000.00	0.00	0.00					
20	Flooring	28,000.00	0.00	0.00					
21	Vac/Shelving	2,000.00	0.00	0.00					
22	Appliances	8,000.00	0.00	0.00					
23	Management	30,000.00	0.00	0.00					
24	Waste/Temp Utilities	8,000.00	0.00	0.00					
25	Misc. Punchlist	6,000.00	0.00	0.00					

AS

COMMERCIAL APPLICATION F

ASI # BNK-0523

REQ # 12

DATE 4/25/05

PROJECT: John Doe Syp

3 Merry Lane

Anytown, MA

01234

Change Orders approved in previous months by Owner

TOTAL

Approved per Owner

Number

Date approved

TOTAL3

See attached for Change Orders

APPROVED

DEDUCTIONS

CUSTOMER

BY John Doe DATE 4/25/05

CONTRACTOR

BY AB Carlo DATE 4/25/05

COMMERCIAL APPLICATION FOR PAYMENT

ASI # BK-0523 PROJECT: John Doe Supply CONTRACTOR: ABC Construction
3 Merry Lane
Anytown, MA 01234
 REQ # 12
 DATE 4/25/05

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

CUSTOMER
 BY John Doe DATE 4/25/05
 CONTRACTOR
 BY AB Clarke DATE 4/25/05

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: _____

SAMPLE

LIEN AFFIDAVIT

(PLEASE PRINT CLEARLY IN ALL AREAS EXCEPT SIGNATURE)

DATE OF THIS INSTRUMENT: 25th DAY OF April, 2005
 AMOUNT OF REQUESTED DISBURSEMENT: \$ 32,000.00
 NAME OF BUSINESS REQUESTING FUNDS: John Doe Supply
 NAME OF INDIVIDUAL REQUESTING FUNDS: Alan B. Clarke
 NAME OF PROPERTY OWNER: John Doe
 ADDRESS OF PROPERTY: 3 Merry Lane
Anytown, MA 01234

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.

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

TO BE FILLED OUT BY NOTARY PUBLIC
 STATE OF: Massachusetts COUNTY OF: Essex
 SUBSCRIBED AND SWORN TO BEFORE ME, THIS 25th DAY OF April, 2005
 NOTARY PUBLIC: Kathy Smith
 MY COMMISSION EXPIRES: January 3, 2008

LIEN WAIVER

(PLEASE PRINT CLEARLY IN ALL AREAS EXCEPT SIGNATURE AND WITNESS)

TO ALL WHOM IT MAY CONCERN:

THE UNDERSIGNED BUSINESS: Central HVAC
 INDIVIDUAL: Joe Carl
 UNDER AN AGREEMENT WITH: ABC Construction
 PROPERTY LOCATED AT: 3 Merry Lane
Anytown, MA 01234
 THE OWNERS OF SUCH PROPERTY ARE: John Doe Supply

THEREFORE, THIS 25th DAY OF April, 2005, FOR AND IN CONSIDERATION OF THE SUM OF \$ 15,000.00, 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.

Joe Carl
 SIGNATURE
BB Laker
 WITNESS

* Anyone can witness



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			

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 \$

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)

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

CONTINUATION SHEET

[illegible]

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)

TO ALL WHOM IT MAY CONCERN:

ASI PACKAGE # _____

THE UNDERSIGNED BUSINESS: _____

TYPE OF WORK PERFORMED: _____

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.

1. ORIGINAL CONTRACT AMOUNT:

\$

2. ADD CHANGE ORDERS:

\$

3. TOTAL CONTRACT TO DATE:

\$

4. TOTAL PAID TO DATE:

\$

5. AMOUNT THIS DATE:

\$

6. BALANCE REMAINING:

\$

Authorized Signature

Printed Name / Title

Witness

Date