**Construction of Building (Retention) Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* Letter Request for Payment
* Certificate of Payment
* Certificate of Acceptance
* Certificate of Completion
* Certificate of Acceptance and Turn-over
* Punchlist of Corrective Works/ Inspection
* Previous Certificate of Payment
* Previous Statement of Work Accomplishment
* Surety Bond
* Indemnity Agreement (insurance company, if applicable)
* SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: