**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: