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the aia g702 application and certificate for payment form is the go to standard for applying for payments between contractors subcontractors employees and other groups within a construction project the g702 has a major impact on cash flow for all parties involved the aia offers two ways to purchase the g702 application and certificate for payment a one time use and via an annual subscription these prices are for the g702 only the continuation sheet g703 and change order g701 are priced separately completing g702 and g703 forms watch a demonstration of completing payment applications and change orders in the aia contract documents online service to help you understand the critical aspects of these forms and how to correctly and efficiently complete them to avoid time consuming rejections pay apps are typically required to follow a standardized format for most construction companies this means dealing with aia g702 and g703 documents in this article we will cover the basic concepts around these commonly used aia documents if working on a project using the american institute of architects aia payment applications the gc will likely require you to provide a continuation sheet known as the aia g703 1992 continuation sheet in this article we ll explain each section of the aia g703 continuation sheet the contractor should sign g702 have it notarized and submit it together with g703 to the architect the architect should review g702 and g703 and if they are acceptable complete the architect s certificate for payment on g702 aia billing is a standardized process for submitting payment applications in the construction industry commonly involving forms g702 and g703 created by the aia contracts documents program these templates have achieved an industry standard status to the point where their format is widely used even in non aia branded documents completing an aia using a g702 g703 excel template pay app 1 page 1 g702 1 open the excel template go to file and save as a new file 2 complete the top section of page 1 g702 3 enter original contract amount 4 enter retainage found under billing information in your contract 5 enter change orders under change order summary differences between g702 1992 and g702gmp 2021 g702gmp 2021 is based on the g702 1992 application and certificate for payment but contains modifications to indicate that the contract between the owner and contractor contains a guaranteed maximum price aia document g702 s application and certification for payment subcontractor version containing subcontractor s signed certification is attached use column i on contracts where variable retainage for line items may apply getting paid on time is critical for your business to ensure timely payments it s important that your application is accurate and complete with that in mind please follow these key steps when completing the aia payment application g702 1992 see how you can send aia g702 tm and g703 tm forms using knowify aia g702 part i project information at the top of the form is a section for inputting basic information regarding the owner contractor architect and project info aia document g702 1992 application and certificate for payment and g703 1992 continuation sheet provide convenient and complete forms on which the contractor can apply for payment and the architect can certify that payment is due learn more subcontractor s knowledge application is made for payment as shown below in connection with the subcontract information and belief the work covered by this application for payment has been completed in aia document g703 s continuation sheet subcontractor version is attached the aia g702 serves as both the contractor s application and the architect s certification its use can expedite payment and reduce the possibility of error aia document g702 1992 application and certificate for payment and g703 1992 continuation sheet provide convenient and complete forms on which the contractor can apply for payment and the architect can certify that payment is due aia g702 g703 by the way is by no means the only system for pay applications it s also not necessarily the simplest system but since many architects and gcs insist upon it this is a checklist for avoiding problems on the form and required accompanying documentation calculating and displaying retainage on an aia g 702 g 703 form can be confusing this short tutorial is designed to discuss different ways that retainage or retention can be held calculated and displayed here are some helpful construction free downloads tools for you to use these forms and templates will help communication accountability and control all downloads are in microsoft word microsoft excel and in pdf formats 135 8615 □□□□□□□□2 7 11 □□□□□□□□ □□□□□

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the contractor should sign g702 have it notarized and submit it together with g703 to the architect the architect should review g702 and g703 and if they are acceptable complete the architect s certificate for payment on g702

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