

SUBCONTRACTOR CLOSEOUT CHECKLIST

In order for your firm to receive complete release of retainage, the following items must be submitted to RA-LIN & Associates in the correct format and numbers of copies required by the specifications. Initial each item. Put "N/A" for items that do not apply to you. Sign and date the bottom of the form.

Please call Project Manager for the date of Substantial Completion to use on documentation.

Please remember that all final payment applications, lien waivers, guarantees, etc. must be fully and properly executed, notarized, and witnessed in order for them to be accepted by RA-LIN as complete. Once again, no final retainage checks will be issued until all checked items have been received by RA-LIN & Associates, Inc.

After review of the specifications and Contract Documents, if you are still unsure as to your final documentation submittal, please contact Project Manager.



SUBCONTRACTOR CLOSEOUT CHECKLIST

- A. SIGNED-OFF PUNCHLISTS: Your superintendent's or foreman's return of punchlist to RA-LIN's superintendent showing that items pertaining to your work have been completed.
- B. ATTIC STOCK: Furnish necessary attic stock materials as required by specifications.
- C. AS BUILT DRAWINGS (SHOP DRAWINGS): Specific requirements will vary depending on the subcontractor. Refer to the specifications for exact requirements.
- D. OPERATING AND MAINTENANCE MANUALS/PARTS LISTS/VALVE LISTS: Specific requirements will vary depending on the subcontractor. Refer to the specifications for exact requirements.
- E. CONSENT OF SURETY: Requirement of subcontractors furnishing Performance and Payment Bonds. Instruct bonding company to provide a "Consent of Surety" letter to RA-LIN.
- F. WARRANTIES/SPECIAL GUARANTEES: These are as required by the specifications. Warranties/Guarantee to be on your company letterhead or company responsible for warranty/guarantee.
- G. RELEASE OF SALES AND USE TAX: Certificate or written notice from State of Georgia Department of Revenue that your firm has or will satisfy any sales or use taxes that are or will be due as a result of your contract for above referenced project.
- H. FINAL PAYMENT APPLICATION: This application should bill all work 100% complete and show existing retainage being held. Label the application "Final".
- I. WAIVER AND RELEASE OF LIEN: All subcontractors must provide the final waiver and release of lien form. If the subcontractor requests, arrangements can be made to exchange the lien waiver for the final retainage check at the appropriate time.

Project: _____

Name of firm: _____

Authorized signature: _____

Date: _____