

**CONTRACTOR'S PAYMENT REQUEST**

Case # 12345

Property Owner: Homeowner's name

Property Address: Homeowner's address Tulsa, OK 74 last 3 of zip

**Do not forget to add the zip**

- The contract is 70% complete and this request is for a 50% draw. (Rehabilitation loan con
- The contract is 100% complete and this request is for a 100% payment.

Contractor shall provide all applicable permit numbers:

Plumbing #'s 654321

Mechanical #'s \_\_\_\_\_

Electrical #'s \_\_\_\_\_

STATE OF OKLAHOMA        )  
   )ss.  
 COUNTY OF TULSA         )

Name of your company (Company), Your name (Print Name)

of lawful age, being first duly sworn, on oath says, that all work required under the contract between the property owner and claimant/contractor relating to Case # as set forth above including work required under any change order thereto has been performed in accordance with the terms thereof. Affiant states that (s)he is the agent authorized by claimant/contractor to submit the above claim (or contract) to City of Tulsa, and that said claim is just, true, correct and owing under an executed contract with the above referenced homeowner, in care of the City of Tulsa. Affiant further states that claimant/contractor has not paid, given or donated or agreed to pay, give or donate, to any officer or employee of the City of Tulsa, any money or other thing of value, either directly or indirectly, in procuring or continuance of the claim (or contract) under which the above claim for payment is submitted

Sign your name

\_\_\_\_\_  
Contractor (or agent) - Sign

STATE OF OKLAHOMA        )  
   )ss.  
 COUNTY OF TULSA         )

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**This section is for the Notary to complete**

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CITY OF TULSA APPROVAL**

Final inspection has been made of the property repair with City of Tulsa. The work has been satisfactorily completed in accordance with the construction contract.

Inspector: print name \_\_\_\_\_, Housing Inspector

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Final Approval: Brant Pitchford, Housing Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATE AND RELEASE**

TO: CITY OF TULSA

RE: CONTRACT ENTERED INTO THE 2nd day of September 2011

This is date  
you signed  
the contract

Homeowner's name "Owner" and Your company "Contractor"

For the Rehabilitation and/or Repair of Residential Property at: Homeowner's address  
Tulsa, OK 74 last three of zip

**KNOW ALL MEN BY THESE PRESENTS:**

1 The Contractor hereby certifies that there is due from and payable by the Owner to the Contractor under the above-referenced contract ("Agreement") and duly approved Change Orders and modifications the balance of \$ total on invoice.

2. The Contractor further certifies that in addition to the amount set forth in Paragraph 1, there are outstanding and unsettled the following items which he claims are just and due and owing by the Owner to the Contractor: \$ 0.00.

3. The Contractor further certifies that all work required under the Agreement including work required under Change Order(s) # list change orders has been performed in accordance with the terms thereof, that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of the Agreement and all laborers and mechanics involved in the performance of the Agreement have been paid. Contractor further certifies that all laborers, mechanics, suppliers and subcontractors that have been employed or that furnished material relating to the work under the Agreement have signed the attached Release form. Contractor agrees to indemnify and hold the Owner and City of Tulsa harmless from all claims, demands, causes of action or suits of whatever nature arising out of the labor or materials furnished by it or its subcontractors under the provisions of the Agreement.

4. Except for the amount stated under Paragraph 1 hereof, the Contractor has received from the Owner all sums of money payable to the Contractor under or pursuant to the above mentioned Agreement or any modification or change thereof.

5. Except the amount listed in Paragraph 2 hereof, in consideration of the payment of the amount stated in Paragraph 1 hereof, the Contractor does hereby release the Owner and the City of Tulsa from any and all claims arising under or by virtue of the Agreement and waives all liens which it has or might have on the said residential property because of materials furnished, or work performed, for or in the construction, reconstruction, or remodeling of the same, provided, however, that if for any reason the Owner does not pay in full the amount stated in Paragraph 1 thereof, said deduction shall not affect the validity of this release/waiver, but the amount so deducted shall be automatically included under Paragraph 2 as an amount which the Contractor has not released but will release upon payment thereof. The Contractor further certifies that upon payment of the amount listed in Paragraph 2 hereof, and of any amount which may be deducted from Paragraph 1 hereof, he will release the Owner and the City of Tulsa from all claims of any nature whatsoever arising out of said Agreement or modification thereof, and will execute such further releases or assurances as the Owner or City of Tulsa may request.

Your Name being first duly sworn on oath, deposes and says, first that he is the Your Title of Company name, second, that he has read the foregoing certificate by him subscribed as Your Title of Company name. Affiant further states that the matters and things stated therein are, to the best of his knowledge and belief, true.

\_\_\_\_\_  
Contractor's Signature

**Subscribed and Sworn to before me this** \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

This section is for the  
Notary to complete

**RELEASE AND WAIVER OF LIEN(s)**

**This page is required. If you didn't hire any subs, simply check the box to the left and the rest of this page can be left blank. If you hired subs...complete the rest of this page.**

Not applicable due to the primary contractor not hiring any sub-contractors.

We, the undersigned laborers, mechanics, suppliers, and subcontractors that have been employed or that furnished material relating to the construction, rehabilitation or remodeling of the property located at Homeowner's address by signing below, state that he/she has been fully paid by Your Company for materials furnished and/or work performed on said property and hereby release and discharge the City of Tulsa, its agents, employees, and the property owner of and from any and all liabilities, obligations, claims and demands whatsoever arising from materials furnished and/or work performed on said property.

Furthermore, we, the undersigned laborers, mechanics, suppliers, and subcontractors in consideration of the above mentioned payment by Your Company on said property agree to waive all liens which we, or any of us have or might have on the said property because of materials furnished or work performed for or in the construction, rehabilitation or remodeling of said property.

Company Name: List Subs Address: Sub's address

\_\_\_\_\_  
Signature of authorized principle Date

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized principle Date

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized principle Date

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized principle Date