



IJC Draw Checklist

1. Fully Executed IJC Forms 1 and 2:
 - The payee list should reflect payment amounts net of retainage.
 - The payee list should reflect the subcontractor payment net of any supplier payments.
 - The payee list should reflect joint checks between the subcontractor and each of their suppliers.
2. Fully Executed Form 3, if applicable:
 - Provide documentation supporting cost savings for line items being transferred from.
 - Provide documentation supporting sufficiency of funds for line items being transferred to.
3. General Contractor:
 - Fully executed payment application; the schedule of values cannot reflect negative line items.
 - Conditional lien waiver for the current draw.
 - Unconditional lien waiver for the prior draw.
 - Fully executed copies of change orders, if applicable.
4. Stacked in order of appearance on the payee list:
 - Subcontractor fully executed payment applications; the schedule of values cannot reflect negative line items.
 - Subcontractor conditional lien waiver for the current draw.
 - Subcontractor unconditional lien waiver for the prior draw.
 - Subcontractor's supplier conditional lien waivers for the current draw.
 - Subcontractor's supplier unconditional lien waivers for the prior draw.
5. Payments to Owner:
 - Invoices in the amount of \$10,000 or \$50,000 aggregate per draw.
 - Conditional and unconditional lien waivers for covered contractors/vendors.