



Payment Application Guidelines

- 1) Submission date of payment applications are always due on the 25th of the month and projected through the end of the month.
- 2) All payment applications must be submitted through Procore and must be accompanied with conditional lien waivers from each subcontractor along with their subcontractors and/or suppliers.
- 3) Any incomplete documents, including proper insurance certificates provided to Southcrest, will result in a delay of payment.
- 4) Any Change Orders that have not been approved by Southcrest will be rejected.
- 5) No payments will be released prior to a fully executed contract with Southcrest.
- 6) Final payment will not be issued until Final Unconditional Lien Waivers have been received from all subcontractors and/or suppliers.

The following documents can be found on our website

www.southcrest.us/subcontractor

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Conditional Progress Waivers

Unconditional Progress Waivers

Final Unconditional Waivers

Final Conditional Waivers

Minimum Schedule of Values Sheets