



To: Prosper Portland **Contract Number** _____ **Project Name:** _____ **PROPERTYFIT No.** _____
From (Contractor): _____ **Period From:** _____ **Period To:** _____ **Date:** _____

CHANGE ORDER SUMMARY

2a **Net Change Orders Approved in Previous Months:** \$ _____

Change Orders Approved this Month:

Change Order # _____ \$ _____

Change Order # _____ \$ _____

2b **Total Net Change Orders Approved this Month:** \$ _____

2c **Total All Change Orders Approved to Date:** (Line 2a + 2b) \$ _____

The undersigned Contractor certifies that to the best of the Contractor’s knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

 Contractor Date

1	ORIGINAL CONTRACT SUM	\$ _____
2	Net change by Change Orders (from Line 2c, at left)	\$ _____
3	CONTRACT SUM TO DATE (line 1 + 2)	\$ _____
4	TOTAL COMPLETED AND STORED TO DATE (Column 7a on Form CME-103a)	\$ _____
5	RETAINAGE:	
	(a) 5% of Total Completed and Stored Work (from Column 9 on Form CME-103a)	\$ _____
	(b) Previous Retainage Withheld (Line 5a from previous billing)	\$ _____
	(c) Retainage to be withheld this payment (Line 5a – 5b)	\$ _____
6	TOTAL EARNED LESS TOTAL RETAINAGE (Line 4 – 5a)	\$ _____
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from previous billing)	\$ _____
8	CURRENT PAYMENT DUE (Line 6 - 7)	\$ _____
9	BALANCE TO FINISH, PLUS RETAINAGE (Line 3 – 6)	\$ _____

<p>Notarized: State of: _____ County of: _____ Subscribed and sworn o before me this _____ day of _____, 20____ Notary Public _____ My Commission Expires: _____</p>
<p>Notary Seal:</p>

<p>Prosper Portland Approvals:</p> Project Coordinator: _____
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