



EMJ CONSTRUCTION

JOINT CHECK SUBCONTRACTOR REQUISITION

2034 HAMILTON PLACE BLVD.
SUITE 400
CHATTANOOGA, TN 37421
423.855.1550

EMJ HOME OFFICE USE ONLY

Vendor No. _____

Check No. _____

Due Date _____

Supervisor _____

Project MGR _____

Date _____

Returned _____

Project Name: _____

Subcontract No.: _____

Requisition No.: _____ Date: _____

Subcontractor: _____

Address: _____

SUMMARY OF CONTRACT AND CHANGE ORDERS:

TOTAL REVISED SUBCONTRACT (through Change Order # _____) \$ _____

TOTAL AMOUNT ESTIMATED COMPLETE (_____%) \$ _____

LESS RETAINAGE \$ _____

LESS PREVIOUS PAYMENTS \$ _____

AMOUNT OF CURRENT REQUISITION \$ _____

PARTIAL RELEASE OF LIEN

I, _____, (hereinafter the "Affiant"), being duly sworn, depose and state as follows:

- I am the _____ of _____ (hereinafter "Subcontractor"), and am duly authorized to make this affidavit.
- With respect to all prior applications for payment by Subcontractor, no amounts are now due and owing by Subcontractor to any subcontractor, materialmen, or other parties and there are no unpaid claims against Subcontractor for (i) labor, services and/or materials furnished, or for other obligations incurred in connection with the labor, services and/or materials called for under the Subcontract between Contractor and Subcontractor, or for (ii) taxes, levies, charges or assessments imposed by law or any governmental agency relating to the Project.
- The amount requested above will be applied by the Subcontractor as payment for all amounts now due and payable to Subcontractor, subcontractors, materialmen and other parties up and through the date hereof.

I make this affidavit in order to induce Contractor to make partial payment to Subcontractor on account of said Subcontract between Contractor and Subcontractor, knowing that Contractor will rely on the truth of the matters herein set forth. The Subcontractor, in consideration of the sum paid to Subcontractor by Contractor as set forth hereinabove, receipt of which is hereby acknowledged, and as an inducement to Contractor to make the payment to Subcontractor, does hereby waive the right to file or otherwise claim any mechanic's, materialmen's, or other lien against the Project, including any bond, on account of labor, services and/or materials heretofore furnished to or for Project, and does hereby release said Project and bonds from any and every such lien, or right or claim of lien.

Sworn to and subscribed before me

SUBCONTRACTOR

This _____ day of _____, 20_____.

By: _____

Its: _____

Notary Public

My commission expires: _____

Print Name: _____

NOTE: THIS REQUISITION MUST BE CORRECTLY COMPLETED, EXECUTED AND IN THE **HOME OFFICE** BY THE **5TH** OF THE MONTH-NO EXCEPTIONS-OR IT WILL NOT BE CONSIDERED UNTIL THE FOLLOWING MONTH. INCORRECT FORMS WILL BE RETURNED TO THE SENDER.

CHANGE ORDERS:

| | |
|------------------------|----------|
| CHANGE ORDER NUMBER 1 | \$ _____ |
| CHANGE ORDER NUMBER 2 | \$ _____ |
| CHANGE ORDER NUMBER 3 | \$ _____ |
| CHANGE ORDER NUMBER 4 | \$ _____ |
| CHANGE ORDER NUMBER 5 | \$ _____ |
| CHANGE ORDER NUMBER 6 | \$ _____ |
| CHANGE ORDER NUMBER 7 | \$ _____ |
| CHANGE ORDER NUMBER 8 | \$ _____ |
| CHANGE ORDER NUMBER 9 | \$ _____ |
| CHANGE ORDER NUMBER 10 | \$ _____ |

JOINT CHECK SUPPLIER INFORMATION:

WE HEREBY AUTHORIZE EMJ CORPORATION TO ISSUE JOINT CHECKS TO THE FOLLOWING COMPANIES: **Statements with invoices that total the amount listed below must be attached.**

| Name of Supplier | Amount Due Supplier |
|------------------|---------------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

All joint suppliers must be listed even if balance owed is zero.

THIS REQUISITION MUST BE IN HOME OFFICE BY THE 5TH OF THE MONTH – NO EXCEPTIONS.