

**SWORN STATEMENT OF CONTRACTOR AND SUBCONTRACTOR  
TO OWNER AND TO FIDELITY NATIONAL TITLE INSURANCE COMPANY**

STATE OF 2 }  
COUNTY OF \_\_\_\_\_ } ss.

Escrow No. 3  
Guarantee No. 4

The affiant, 5 \_\_\_\_\_ (Name), being first duly sworn, on oath deposes and says that he/she is  
6 \_\_\_\_\_ (Position) of 7 \_\_\_\_\_ (Company  
Name), that he/she has a contract with 8 \_\_\_\_\_, the  
Owner(s), for 9 \_\_\_\_\_ (Type of Work) on the following described premises in  
10 County, State of 11, commonly known as 12 \_\_\_\_\_ (Street Address).  
That, for the purposes of said contract, the following persons have been contracted with, and have furnished or are furnishing and preparing material for, and have done  
or are doing labor on said improvement. That there is due and to become due them, respectively, the amounts set opposite their names for materials or labor as stated.  
That this statement is a full, true and complete statement of all such persons, the amounts paid, and the amounts due or to become due to each.

NAME AND ADDRESS	KIND OF WORK OR MATERIAL	ADJUSTED TOTAL CONTRACT (INCL. EXTRAS & CREDITS)	AMOUNT PREVIOUSLY PAID	AMOUNT OF THIS PAYMENT	BALANCE TO BECOME DUE
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>TOTAL</b>		<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>

DATED: 23 \_\_\_\_\_

I agree to furnish Waivers of Lien for all materials under my contract when demanded.

SIGNED 24 \_\_\_\_\_

Subscribed and sworn to before me this

ADDRESS \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

25  
\_\_\_\_\_  
Notary Public

## **COMPLETION GUIDELINES FOR GENERAL CONTRACTOR'S STATEMENT**

1. Page number information ("Current Page" of "Total Number of Pages").
2. The State and County where the document is signed.
3. The Construction Escrow Number.
4. The Guarantee (Title Policy) Number.
5. Name of the authorized person signing and verifying the information on the Statement.
6. Company position held by authorized signor in the General Contractor's Company.
7. Company Name of General Contractor.
8. Party with whom the General Contractor has a contract. (Typically, the property Owner.)
9. Brief description of the work to be performed.
10. County where property is located.
11. State where property is located.
12. Property street address and city or brief legal description.
13. Full name and complete mailing address of Company/Person (Subcontractor) hired by the General Contractor. List will also include those trades performed by the General Contractor. Complete, accurate information is important. This information will be used to prepare checks and, when applicable, report payments to the IRS.
14. A description of the work to be performed or material supplied by the Subcontractor. Be sure to disclose if the Subcontractor is providing labor only, material only, or both labor and material.

15. The current amount of the contract or expected cost, including extras and credits.
16. Total amount previously paid to the Subcontractor.
17. This is the approved amount to be paid to the Subcontractor.
18. This amount represents the actual amount yet to be paid to the Subcontractor. This figure will include any unpaid retention, if applicable.

**PLEASE NOTE:** This figure should equal the total of box 15 minus 16 minus 17.  
 (i.e.: \$10,000 [box 18]= \$20,000 [box 15]-\$6,000 [box 16]-\$4,000 [box 17])

To say it another way...

\$20,000.00	Adjusted Total Contract Price, Including Extras and Credits [box 15]
\$ -6,000.00	LESS Amount Previously Paid [box 16]
<u>\$ -4,000.00</u>	LESS Amount of This Payment [box 17]
\$10,000.00	EQUALS Balance to Become Due [box 18]

19. Column total of "ADJUSTED TOTAL CONTRACT PRICE, INCLUDING EXTRAS AND CREDITS". This amount will be the total cost of the project.

20. Column total of "AMOUNT PREVIOUSLY PAID".

21. Column total of "AMOUNT OF THIS PAYMENT". This amount will be the total of funds needed for the current draw request.

22. Column total of "BALANCE TO BECOME DUE". This amount represents the total amount yet to be paid to all contractors. To confirm the calculations, subtract 20, 21 & 22 from 19. The result should be zero. If not zero, review Statement for calculation error.

23. The date of the Statement.

24. The signature and business address of the authorized signor as stated above at 5.

25. The date signature was witnessed by the Notary and the signature of the Notary.