

**SWORN OWNER'S STATEMENT TO  
FIDELITY NATIONAL TITLE INSURANCE COMPANY**

Page \_\_\_\_\_ of \_\_\_\_\_ **1**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ **2**

} SS.  
**5**

Escrow No. \_\_\_\_\_ **3**  
Guarantee No. \_\_\_\_\_ **4**

The affiant, \_\_\_\_\_ **5** (Name), being first duly sworn, on oath deposes and says that he/she is/are the owner(s)\* / beneficiary of Trust No. \_\_\_\_\_ **6** held by \_\_\_\_\_ **7** which is the Owner\* of the following described premises in the County of \_\_\_\_\_ **8**, State of \_\_\_\_\_ **9**, commonly known as \_\_\_\_\_ **10** (Street Address).

1. That the affiant is thoroughly familiar with all the facts and circumstances concerning the premises described above;
2. That with respect to improvements on the premises, all contracts let for work done or material furnished to date or for the furnishing of future work or materials relative to the contemplated improvements are listed below;
3. That this statement is a full, true and complete statement of all such contracts, previous payments and balances due, if any.

NAME AND ADDRESS	KIND OF WORK OR MATERIAL	ADJUSTED TOTAL CONTRACT (INC. EXTRAS & CREDITS)	AMOUNT PREVIOUSLY PAID	AMOUNT OF THIS PAYMENT	BALANCE TO BECOME DUE
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>TOTAL</b>		<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>

**\*STRIKE ONE\* THE UNDERSIGNED HEREBY APPROVES THE ABOVE AMOUNTS FOR PAYMENT.**

SIGNED \_\_\_\_\_ **21** Date \_\_\_\_\_ **22**

ADDRESS \_\_\_\_\_ **23**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ **24**  
Notary Public

## COMPLETION GUIDELINES FOR SWORN OWNER'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 Strike if title is not held in a Land Trust. If in Land Trust, insert Trust Number.
- 7 Strike if title is not held in a Land Trust. If in Land Trust, insert Trust Name.
- 8 County where property is located.
- 9 State where property is located.
- 10 Street address of property.
- 11 Full name and complete mailing address of Company/Person (Contractor) hired by the Owner. Complete, accurate information is important. This information will be used to prepare checks and, when applicable, report payments to the IRS.
- 12 A description of the work to be performed or material supplied by the Contractor. Be sure to disclose if the Contractor is providing labor only, material only, or both labor and material.
- 13 The current amount of the contract or expected cost, including extras and credits.
- 14 Total amount previously paid to the Contractor.

15 This is the approved amount to be paid to the Contractor.

16 This amount represents the actual amount yet to be paid to the Contractor after the current draw request. This figure will include unpaid retention, if applicable.

**PLEASE NOTE:** This figure should equal the total of box 13 minus 14 minus 15.  
(i.e.: \$10,000 [box 16]= \$20,000 [box 13]-\$6,000 [box 14]-\$4,000 [box 15])

To say it another way...

\$20,000.00	Adjusted Total Contract Price, Including Extras and Credits [box 13]
\$ -6,000.00	LESS Amount Previously Paid [box 14]
<u>\$ -4,000.00</u>	LESS Amount of This Payment [box 15]
\$10,000.00	EQUALS Balance to Become Due [box 16]

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

18 Column total of "AMOUNT PREVIOUSLY PAID".

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

20 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 18, 19 & 20 from 17. The result should be zero. If not zero, review statement for calculation error.

21 The signature of the authorized signor as stated above at **5** .

22 The date of the Statement.

23 The business address of the authorized signor.

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