

Owner/Applicant Satisfaction & Payment Request Form

Please complete the following form and submit it to the City of Appleton with documentation that the owner/applicant has paid the contractor(s) and vendor(s) and; therefore, the owner/applicant is requesting reimbursement of up to 50% of eligible project costs up to \$7,000 dollars.

A statement containing a full list of the laborers, vendors and contractors to whom payment was made for the project and the itemized amount of such payments must be attached to this request.

Note: Complete the lien waiver portion of the form for each contractor.

Owner: _____ Applicant: _____

Business Name: _____ Address: _____

Phone Number: _____ Payment Requested Per Grant Agreement: \$ _____

Contractor(s): _____

Owner & Applicant:

I/We hereby agree that the work outlined in our Grant Agreement has been completed to mine/our satisfaction and payment has been made to the contractor. I/We are requesting release of the City of Appleton funds in accordance with the Grant Agreement.

Note: A completed W-9 for the owner/applicant that will be issued the reimbursement check must be received prior to reimbursement being made by the City.

Owner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

For City Use Only - Account Number: _____

Contractor – Waiver of Lien:

For value received, I, _____ (*insert contractor/vendor name*) hereby waive all rights for claims on the land and improvements on the property located at the address above, including labor performed and materials supplied, and including those of my subcontractors, if any. As the contractor/vendor, I assume full responsibility in the event any liens for non-payment of labor and/or materials should be filed against the property.

Contract amount: \$ _____

Contractor/Vendor Signature: _____ Date: _____