CITY OF TAMPA CONTRACTOR PAYMENT REQUEST REVIEW CHECKLIST			
INVOICE/BUDGET	**YES**	**NO**	**N/A or COMMENT**
INVOICE FORMAT (Must Include) Invoice on company letterhead Invoice date Invoice number must be unique City number			
Company Address			
Signed & dated?			
Contractor Payment Request Form			
Change Order Form (if applicable)			
Partial Payment			
Consolidated Waiver and Release of Lien Upon Progress Payment (partial payment)			
Organized in order of invoice line items?			
Proof of payment, cancelled checks (if applicable)			
City HQS Inspection for all work completed during the requested period.			
Permits/ Building Inspections (if applicable)			
Bare Wood pictures (Completed by PRE)			
Roof Mitigation Verification Statement (if applicable)			
Copy of approved (signed) scope of work for completed work			
Final Payment			
Consolidated Waiver and Release of Lien Upon Final Payment (final payment)			
Contractors Final Payment Affidavit and Release			
Owner Authorization Payment (final payment only)			
Proof of payment, cancelled checks (if applicable)?			
Permits/building inspections(if applicable)			
Warranty Acknowledgement (documentation)			
Copy of warranty (ies) (termite, shingles, etc.)			
Roof Mitigation Verification Statement (if applicable)			
Copies of approved (signed) scope of services and agreements with contractors. (Completed by PRE)			
Pictures of completed work (Completed by PRE)			