Payment application review checklist

Construction payment applications, payment notices and pay less notices · PNDK Solutions

The application

- [ ] Submitted by the date the contract sets (or, with no agreed terms, the date the payment provisions imply).
- [ ] States the sum the payee considers due.
- [ ] States the basis on which that sum is calculated: work valued, materials, variations, sums already paid.
- [ ] Covers the right period or valuation date.
- [ ] Sent to the person and address, and by the method, the contract names.

The payer's payment notice

- [ ] Given within the period the contract sets after the due date.
- [ ] States the sum the payer considers due at the payment due date, even if that sum is zero.
- [ ] States the basis on which that sum is calculated.
- [ ] Given by the payer or the person the contract names to give it.

A pay less notice

- [ ] States the sum the payer considers due on the date the notice is served.
- [ ] States the basis on which that sum is calculated, not just a total.
- [ ] Served no later than the period the contract sets before the final date for payment.
- [ ] Not served earlier than the contract allows (some terms bar a notice before the application).
- [ ] Served by the payer or the named person, by a method the contract permits.

Dates and evidence

- [ ] Due date and final date for payment worked out from the contract, not assumed.
- [ ] Proof of when each document was sent and received.
- [ ] Every figure traceable to a document you hold.
- [ ] No reliance on documents dated after the date you are checking.

Want each item checked against your actual contract? Run the check: paymentclaims.pndksolutions.com/record/

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