

SPECIMEN LETTER  
REQUEST FOR EARLY PARTIAL RELEASE OF CONTRACTOR'S HOLDBACK

\_\_\_\_\_(Field Office Manager)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_(Project Name)\_\_\_\_\_  
\_\_\_\_\_(Project Location)\_\_\_\_\_  
Project No. \_\_\_\_\_

Dear:

We request that you authorize release of \$\_\_\_\_\_, of the contractor's retainage at this time. Current holdback through Requisition No.\_\_\_\_\_, \$\_\_\_\_\_, minus the requested release, leaves \$\_\_\_\_\_ as undisbursed holdback, which equals \_\_\_\_\_ percent of the contract amount. We also request that no further holdback be retained from future amounts due the contractor. The following certifications are provided as a basis for your favorable determination.

The undersigned hereby certify in regard to subject project, that to the best of our knowledge the following are true statements:

1. The contractor, \_\_\_\_\_, has no identity of interest as defined by the Amendment To The Construction Contract To Identify Identities Of Interest Between Owner/Contractor/Subcontractors/Architect, except that the contractor has a \_\_\_\_\_ percent ownership interest in the project.
2. Actual project completion is \_\_\_\_\_ percent, and scheduled completion is \_\_\_\_\_ percent.
3. There is no noncompliant work nor other exceptions, including: stop orders, other sanctions, or warning to impose sanctions against the contract work, or the contractor in regard to the contract work, by any controlling authority.
4. There is no violation of the Davis-Bacon and Related Acts, no claim for nonpayment by any mechanic, subcontractor, supplier and/or lessor, no dispute regarding under or nonpayment, nor payment more than 30 days past due, except: \_\_\_\_\_.

APPENDIX 5

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5. There is no claim for damage arising from the performance of the contract.
6. The contractor's performance has been timely and responsive throughout the construction period.
7. The surety, \_\_\_\_\_(where applicable, Surety Name, otherwise\_\_\_\_\_  
omit item)\_\_\_\_\_, has given its consent for the early release of the contractor's retainage, as requested herein. The surety's consent and power of attorney for the authorizing agent are attached hereto.

\_\_\_\_\_ (Contractor)\_\_\_\_\_      \_\_\_\_\_(Mortgagor)\_\_\_\_\_

By \_\_\_\_\_      By \_\_\_\_\_

\_\_\_\_\_ (Title)\_\_\_\_\_      \_\_\_\_\_ (Title)\_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_  
Date      Date

\_\_\_\_\_ (Mortgagee)\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_ (Title)\_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_  
Date

WARNING: Title 18 U.S.C. 1001, provides in part that whoever knowingly and willfully makes or uses a document containing any false, fictitious, or fraudulent statement or entry, in any matter in the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years or both.