

## GENERAL CONTRACTOR'S SWORN STATEMENT COMPLETION REQUIREMENTS

All sworn statements made by general contractors to owners and \_\_\_\_\_ for the purpose of requesting construction payments to be acceptable to \_\_\_\_\_ for title insurance or escrow disbursement purposes should include the following:

1. Identification of the affiant as the general contractor or officer of or partner in the general contractor entity;
2. Identification of the owner with whom the general contractor has contracted;
3. Description of the improvements or kind of labor, service, or materials to be furnished under the contract;
4. Description of real estate by street address or legal description, if available;
5. The names and addresses of each subcontractor or material supplier engaged by the general contractor, the kind of labor, service, or material to be furnished, contract amounts, retention, previous payments, current payments amounts, and balances to become due (including retention, if any) for each;
6. The amount of the original contract, extras to the contract, credits to the contract, and total adjusted contract amount;
7. The sworn statement should be signed by the affiant, bear a current date, and be subscribed and sworn to (notarized).

\_\_\_\_\_ has available to contractors, at no charge, a form of Sworn Statement of Contractor to Owner and to \_\_\_\_\_. Said forms are available at [www.myrealestateforms.com](http://www.myrealestateforms.com)

### Waiver and Affidavit Completion Instructions

8. Identify all subcontractor and materialman with whom your company has contracted for labor, materials, or supplies for the project.

For each subcontractor or materialman listed:

- a. Describe the type of work performed or the materials supplied by the sub-subcontractor or materialman;
- b. Enter the total amount of the subcontract, **including all extras**;
- c. Enter the total amount of all payments previously made to the subcontractor or materialman, and attach waivers for those payments;
- d. Enter the total amount of the current payment to the subcontractor or materialman, and attach a waiver for the payment;

Total all columns.

If no subcontractors or materialmen are hired, because all materials were taken from fully paid stock, the following statement must be made:

“My principal supplier is \_\_\_\_\_  
Name Address

All material taken from fully paid stock and delivered to job site in my/our own truck.”

Enter “0” in the Balance Due column.

If there are no subcontracts for labor, then the following statement must be made (in reference to your employees): "All labor is paid."

9. Date the affidavit.
10. Sign the affidavit.
11. Have a notary date, sign, and seal the affidavit.