



# PayAppPro

MAKING BILLING EASIER

## AIA G702 / G703 Rejection Checklist

Printable • Field-ready • Built for subcontractors

Use this quick checklist before submitting your pay application to reduce the odds of a rejection and a delayed payment cycle.

### Before You Submit, Confirm the Following

- ✓ G702 totals match the G703 continuation sheet exactly
- ✓ Previous billing amounts have **not** changed from the prior pay application.
- ✓ Retainage percentage matches the contract and is applied consistently (current + total-to-date).
- ✓ Schedule of Values (SOV) matches the **approved** version on file.
- ✓ Only **approved** change orders are included in billing (no “pending” COs).
- ✓ Change order values match signed documentation and references are included (CO # / date).
- ✓ Stored materials are documented (invoices, photos, and storage requirements if applicable).
- ✓ Lien waivers are attached for the correct billing period and amounts.
- ✓ All backup documents requested by the GC/owner/lender are included (as required).
- ✓ Project name, billing period, dates, and contact info are accurate and complete.

### Common Red Flags That Trigger Rejections

- G702 summary lines don’t tie to the G703 total.
- Manual spreadsheet formulas were edited, overwritten, or copied incorrectly.
- Unapproved change orders are billed (or COs aren’t reflected in the SOV).
- Retainage is applied differently month-to-month.
- Missing lien waivers or waiver amounts don’t match the pay app.

**Pro Tip:** If you’re manually checking math every billing cycle, you’re increasing the risk of rejection. PayAppPro mirrors AIA logic and helps catch issues *before* you hit send.