

**ARRA CRITERIA FOR PAYMENT OF MATERIALS STORED OFFSITE or ONSITE**  
**CHECKLIST**

	<p>Bill of Sale or Invoice that:</p> <ol style="list-style-type: none"> <li>1) An itemized listing of materials, quantities involved and delivery date;</li> <li>2) that transfers ownership to the project and/or contractor</li> </ol>
	<p>Letter from supplier or subcontractor:</p> <ol style="list-style-type: none"> <li>1) giving intention to transfer ownership/delivery of materials upon receiving payment;</li> <li>2) name and address of place of storage,</li> <li>3) materials are to be segregated from common stock and is to be labeled as being specifically for the project; photos of stored materials are to be submitted with draw documents</li> <li>4) materials must be stored in a secure facility with alarm or security guard and the items are protected from the elements, theft and vandalism.</li> </ol>
	<p>Evidence that the COC or Builders Risk insurance policy lists TCAC as loss payee and mortgagee. If it is not already included we need an endorsement adding the above and to specifically include the items stored, place of storage, the limit amount must cover the amount of the invoice and also include transit coverage.</p>
	<ol style="list-style-type: none"> <li>1) Statement from the Contractor that any monies disbursed for the stored materials will be used to pay for such materials before the next payment request;</li> <li>2) Receipt of Unconditional/Conditional Lien Releases for the materials stored.</li> </ol>
	<p>Guaranty of delivery and installation (executed by Contractor or Subcontractor, or material/equipment supplier).</p>
	<p>Inspection report from a third party inspector which includes the following information: that purchased supplies for the project are in place, labeled and secured, the location of storage, date when materials will be delivered to the job site for installation and photos of stored materials.</p>