



## Common AIA Contract Documents Questions

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- Q1. Does the AIA offer a “Certificate of Final Completion” form or a “Notice of Completion” form?**
- A. The AIA does not offer a “Notice of Completion” form or “Certificate of Final Completion” form. If using A201™-2007, General Conditions of the Contract for Construction, you will not need a separate Certificate of Final Completion. Article 9.10 of A201, Final Completion and Final Payment, outlines the necessary steps in certifying the Project’s final completion. Initially, the Contractor requests a final inspection by the Architect and Owner and attaches the final application for payment. The Architect issues the final application for payment and signs the certificate if all conditions for final completion and final payment are met. A separate certificate for final completion is not necessary, since the Architect’s signature and final payment indicates that the Work is complete.
- Q2. Does the AIA sell forms for partial lien releases to be used by contractors prior to requesting payments? Does the AIA offer any final lien release forms?**
- A. The AIA does not publish standard lien release forms. The specific legal requirements for lien releases vary by jurisdiction, and you may want to contact an attorney to ensure that you are meeting those jurisdictional requirements. The AIA does publish AIA Documents G706™-1994, Contractor's Affidavit of Payment of Debts and Claims and G706A™-1994, Contractor's Affidavit of Release of Liens. These are not lien release forms and not suitable for use as such; they are affidavits by the Contractor stating that liens have been released.
- Q3. Does the AIA offer insurance provisions for use in AIA Contract Documents?**
- A. The AIA has published Guides to Supplementary Conditions and a Guide for Amendments to AIA Owner-Architect Agreements that may be used for general assistance in adding model insurance provisions to a document. They may be accessed at no cost through the AIA Contract Documents software by clicking on "Document Help" or by clicking on <http://www.aia.org/contractdocs/AIAS076659>.
- Caution:** The Architect is not qualified as an insurance counselor, and the architect’s professional liability insurance may not cover providing insurance advice. For that reason, the architect is cautioned not to make recommendations about insurance or approve insurance certificates or policies. It is in the best interests of all parties that insurance matters be placed in the hands of the Owner’s insurance counselor.
- Q4. How do I list retainage on my pay application?**
- A. If you have a variable rate, list the dollar amount for each item in G703 Column I; however, if you have a fixed rate, leave this column blank (“zero”) and enter the rate in G702 Line 5. Please note that in software versions prior to 4.0, you must enter numbers in the Dialog, not the Draft.



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- Q5. How do I get my numbers to calculate or come forward from a previous pay period?**
- A. In versions prior to 4.0, you must enter data in the Dialog prior to clicking “OK” to create your Draft, which shows up as a Microsoft Word file. In this Dialog, you may also import data from previous pay periods (and in the case of G702, you may import data from the corresponding G703).
- Q6. Is there a short form agreement between contractor and subcontractor?**
- A. No, the AIA only publishes A401–2007 (formerly A401–1997).
- Q7. Can I get a single document in electronic format?**
- A. No, the only way you may get electronic documents is through a software license. Please click <http://www.aia.org/contractdocs/purchase/index.htm> for all purchasing options.
- Q8. Are there any self-help resources available to assist me with questions I have about AIA Contract Documents?**
- A. The following self-help resources are available to provide assistance with selection of AIA Contract Documents and questions about their content:
- The AIA Contract Documents Knowledge Base: <http://info.aia.org/knowledgebase/>. The AIA Contract Documents Knowledge Base includes 250 frequently asked questions (FAQ) about selecting and using AIA Contract Documents.
  - The AIA Contract Documents website: [www.aia.org/contractdocs](http://www.aia.org/contractdocs). Resources provided on this site include:
    - Articles about the 2007 documents, the AIA’s Integrated Project Delivery documents, and other aspects of the AIA Contract Documents program.
    - Resource Tools, including FAQs, 1997/2007 Comparative and Comparison documents, Document Synopses, Bridge Amendments, and Guides for Supplementary Conditions and Amendments to Owner-Architect Agreements.
- Other AIA websites that may contain helpful information include:
- The AIA’s Best Practices Site: <http://www.aia.org/practicing/bestpractices/index.htm>. AIA Best Practices represent the collective wisdom of AIA members and related professionals.
  - The AIA’s Knowledge Resources Site: <http://www.aia.org/akr/index.htm>. The Architect’s Knowledge Resource connects AIA members and others to the most current information on architecture, including research, best practices, product reviews, ratings, image banks, trends, and more.



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- The AIA's "KnowledgeNet" site: [http://info.aia.org/knet\\_current.htm](http://info.aia.org/knet_current.htm). The AIA's KnowledgeNet site provides a showcase of the latest news from AIA Knowledge Communities.
- The AIA's "Practicing Architecture" Economics site (various articles, including BIM-related articles, may be found here): <http://www.aia.org/practicing/economics/index.htm>