

**INSTRUCTIONS  
SUBCONTRACTOR AGREEMENT**

<u>Page No</u>	<u>Section</u>	<u>Description</u>
<b>1</b>	Intro	<p><b>Parties:</b> Both “Subcontractor” and “Contractor” should be identified using full legal name under which contract is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”). Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.</p>
	Intro	<p><b>Property:</b> Represents the Property that is the subject of the construction contracts.</p> <p><b>Address:</b> Add the street address of the Property.</p> <p><b>County:</b> Identify the county in which the Property is located.</p> <p><b>Tax Parcel Number:</b> Identify the tax parcel number (also known as the “Assessor’s Parcel Number” or “APN” in certain counties).</p> <p>If applicable, include other identifying information about the property, including but not limited to (1) official name or title of facility; (2) proposed building usage; and (3) size and capacity.</p>
	Intro	<p><b>Project:</b> Provide the name of the project, if any, as referenced in other Contract Documents including but not limited to the Prime Contract(s), Purchase Order, etc.</p>
	Intro	<p><b>Date:</b> Represents date Agreement becomes effective; may be date of oral agreement, date Agreement originally submitted to the other party, date authorizing action taken, or date of actual execution/signature.</p>
<b>4-5</b>	4.3	<p><b>Liquidated Damages:</b></p> <p>(1) Insert the daily rate amount of liquidated damages Subcontractor agrees to pay Contractor if Subcontractor fails to meet the Completion Date.</p> <p>(2) Insert the maximum amount of total liquidated damages Subcontractor agrees to pay Contractor if Subcontractor fails to meet the Completion Date.</p> <p>Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).</p>
<b>6</b>	5.1	<p><b>Lien Release:</b> A lien release is a document signed in exchange for payment that waives the signer’s right to file a lien for the amount specified in the release (typically the agreed-upon amount paid for work completed). This ensures that the parties get what they earned, and</p>

		<p>payment is fair and transparent. You can think of lien releases as the construction industry’s version of a receipt for payment.</p> <p>Enter lien waiver amount here. Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).</p>
<b>8</b>	8.2	Both Contractor and Subcontractor to initial acknowledging/confirming that the “Subcontractor’s Limited Waiver of Immunity” contained in Section 8.2 was mutually negotiated.
<b>12</b>	13.7	Notices: Contractor and Subcontractor to insert best mailing addresses for receipt of notices pursuant to the Agreement, Contract Documents, etc.
<b>13</b>		<p><b>Signatures:</b> Contractor – Individual who has authority to sign on behalf of company, include printed name, title, date, and Contractor Registration No.</p> <p>Subcontractor – Individual who has authority to sign on behalf of company, include printed name, title, date, and Subcontractor Registration No.</p>
<b>13</b>		<p><b>Exhibits:</b> You will need to include the following Exhibits only to the extent they are used/relevant to the subject project and update the Exhibit list accordingly based on Exhibits used:</p> <p style="text-align: center;">A-1 – Conditional Lien Release A-2 – Final Lien Release</p>