

**CONTRACTOR'S REQUEST FOR REDUCTION OF RETAINAGE**

TO:  
Owner:  
Date

FROM: Contractor Name, Address

OWNER'S PROJECT #:

CONTRACT NO.:

CONTRACT WORK:

Adjusted Total Contract (Including Change Orders)		\$	_____
Work Completed (Not Including Material Stored)	%	\$	_____
Current Retainage	%	\$	_____
Requested Retainage	%		_____

Consent of Surety Letter attached

Contractor Signature: \_\_\_\_\_

Contractor's Typed Name: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**PROFESSIONAL ENGINEER'S RECOMMENDATION FOR REDUCTION OF RETENTION**

Pursuant to the conditions of the Construction Documents and my evaluation of the satisfactory performance by the Contractor in the execution of the work, I do  do not  recommend release of retention and future percentage as set forth below.

Typed Name	Recommend Release/Sign	Do Not Recommend Release/Sign	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**OWNER'S AUTHORIZATION FOR REDUCTION OF RETENTION**

Authorization is hereby granted for retention on the subject contract to be maintained at \_\_\_\_\_ % until further notice.

Owner's Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Authorized Representative Typed Name: \_\_\_\_\_

**E-MAIL THIS FORM: This form may be submitted to OWNER/ENGINEER electronically for review by e-mail addressed to the OWNER'S Authorized Representative at: \_\_\_\_\_ and the ENGINEER at: \_\_\_\_\_**

**NOTE: Form may be submitted electronically only for review purposes. To meet contractual requirements, form submitted to OWNER must have original signatures and be accompanied by Consent of Surety. Reduction of Retainage does not release the Contractor or Surety of the requirements to satisfactorily complete the Contract. General Conditions Section 19.1 applies to this request.**