

## TO OWNER/CLIENT:

Bakersfield City School District  
1300 Baker St  
Bakersfield, California 93305

## PROJECT:

BCSD Roosevelt ES Modernization  
2324 Verde Street  
Bakersfield, California 93304

## APPLICATION NO: 5

INVOICE NO: 5

PERIOD: 01/01/25 - 01/31/25

PROJECT NO: 03-122920

CONTRACT DATE: 8/7/2024

SENT TO  
ACCOUNTS PAYABLE

MAR 12 2025

SENT BY

Cindi

DIR ID: 20240542321

Bid Package: RES-06

## FROM CONTRACTOR:

GBI Electric, Inc.  
551 Heritage Pl  
Palmdale, California 93550

## VIA ARCHITECT/ENGINEER:

Stephen Corbin (SC Architect, Inc.)  
1601 New Stine Rd #280  
Bakersfield, California 93309

CONTRACT FOR: Electrical, Low Voltage &amp; Fire Alarm

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$1,400,000.00
2. Net change by change orders	\$0.00
3. Contract Sum to date (Line 1 ± 2)	\$1,400,000.00
4. Total completed and stored to date (Column G on detail sheet)	\$330,020.00
5. Retainage:	
a. 5.00% of completed work	\$16,501.00
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$16,501.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$313,519.00
7. Less previous certificates for payment (Line 6 from prior certificate)	\$281,219.00
8. Current payment due:	\$32,300.00
9. Balance to finish, including retainage (Line 3 less Line 6)	\$1,086,481.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: GBI Electric, Inc.

By:



Date:

2-20-25

Notarial Acknowledgement for this project ☒ is required ☐ is not required. If required, Notary Acknowledgment for must be attached to this application for payment.

See attached

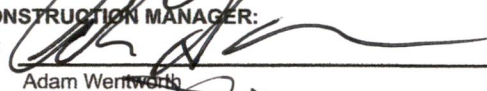
AMOUNT CERTIFIED:

\$32,300.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

CONSTRUCTION MANAGER:

By:

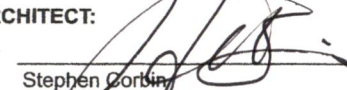


Date:

2/21/25

ARCHITECT:

By:

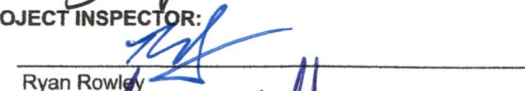


Date:

3/6/25

PROJECT INSPECTOR:

By:

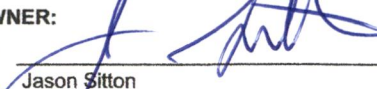


Date:

2-25-25

OWNER:

By:



Date:

3/11/25

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

V 318487

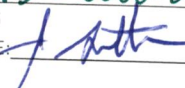
PO P25006227

REQ NO: R25011752

01.3213.0.0000.8500.6200.040.00

WORK TAG

SIGNATURE:



SCHOOL

Roosevelt  
22219.00.40 HVAC



Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 5

Contractor's signed Certification is attached.

APPLICATION DATE: 2/1/2025

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 01/01/25 - 01/31/25

## Contract Lines

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Submittals	\$9,000.00	\$2,520.00	\$0.00	\$0.00	\$2,520.00	28.00%	\$6,480.00	\$126.00
2	Bonds & Insurance	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%	\$0.00	\$1,500.00
3	Mobilization	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	50.00%	\$1,000.00	\$50.00
4	Safe off Building B	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
5	Safe off Building C	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
6	Safe off Building D	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
7	Safe off Building E	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
8	Safe off Building A	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
9	Bldg. A - Supervision	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
10	Bldg. A - Punchlist	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
11	Bldg. A - Lighting Materials	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
12	Bldg. A - Lighting Labor	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
13	Bldg. A - Rough Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
14	Bldg. A - Rough Electrical Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
15	Bldg. A - Fire Alarm Materials	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
16	Bldg. A - Fire Alarm Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
17	Bldg. A - Finish Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
18	Bldg. A - Low Voltage Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
19	Bldg. A - Low Voltage Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
20	Bldg. A - Finish Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
21	Bldg. B - Supervision	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
22	Bldg. B - Punchlist	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
23	Bldg. B - Lighting Materials	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
24	Bldg. B - Lighting Labor	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
25	Bldg. B - Rough Electrical Material	\$30,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	66.67%	\$10,000.00	\$1,000.00
26	Bldg. B - Rough Electrical Labor	\$45,000.00	\$20,000.00	\$5,000.00	\$0.00	\$25,000.00	55.56%	\$20,000.00	\$1,250.00
27	Bldg. B - Fire Alarm Materials	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
28	Bldg. B - Fire Alarm Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
29	Bldg. B - Finish Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
30	Bldg. B - Low Voltage Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
31	Bldg. B - Low Voltage Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
32	Bldg. B - Finish Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
33	Bldg. C - Supervision	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
34	Bldg. C - Punchlist	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00



A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
35	Bldg. C - Lighting Materials	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
36	Bldg. C - Lighting Labor	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
37	Bldg. C - Rough Electrical Materials	\$30,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	66.67%	\$10,000.00	\$1,000.00
38	Bldg. C - Rough Electrical Labor	\$45,000.00	\$20,000.00	\$5,000.00	\$0.00	\$25,000.00	55.56%	\$20,000.00	\$1,250.00
39	Bldg. C - Fire Alarm Materials	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
40	Bldg. C - Fire Alarm Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
41	Bldg. C - Finish electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
42	Bldg. C - Finish Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
43	Bldg. C - Low Volage Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
44	Bldg. C - Low Voltage Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
45	Bldg. D - Supervision	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
46	Bldg. D - Punchlist	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
47	Bldg. D - Lighting Materials	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%	\$0.00	\$1,500.00
48	Bldg. D - Lighting Labor	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
49	Bldg. D - Rough Electrical Materials	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
50	Bldg. D - Rough Electrical Labor	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
51	Bldg. D - Fire Alarm Material	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
52	Bldg. D - Fire Alarm Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
53	Bldg. D - Finish Electrical Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
54	Bldg. D - Finish Electrical Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
55	Bldg. D - Low Voltage Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
56	Bldg. D - Low Voltage Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
57	Bldg. E - Supervision	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
58	Bldg. E - Punchlist	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
59	Bldg. E - Lighting Materials	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
60	Bldg. E - Lighting Labor	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
61	Bldg. E - Rough Electrical Materials	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
62	Bldg. E - Rough Electrical Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
63	Bldg. E - Fire Alarm Materials	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
64	Bldg. E - Fire Alarm Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
65	Bldg. E - Finish Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
66	Bldg. E - Finish Electrical Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
67	Bldg. E - Low Voltage Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
68	Bldg. E - Low Voltage Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
69	Bldg. B - Roof Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
70	Bldg. B - Roof Electrical Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
71	Bldg. C - Roof Electrical Material	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
72	Bldg. C - Roof Electrical Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00



A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
73	Bldg. D - Roof Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
74	Bldg. D - Roof Electrical Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
75	Bldg. E - Roof Electrical Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
76	Bldg. E - Roof Electrical Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
77	Bldg. A - Roof Electrical Materials	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
78	Bldg. A - Roof Electrical Labor	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
79	Site Work - Fire Alarm Conduit Materials	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
80	Site Work - Fire Alarm Conduit Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
81	Install Electrical Panels OFCI	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$750.00
82	Site Feeders - OFCI Panels & Gear Materials	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
83	Site Feeders - OFCI Panels & Gear Labor	\$105,000.00	\$26,250.00	\$0.00	\$0.00	\$26,250.00	25.00%	\$78,750.00	\$1,312.50
84	Fire Alarm Testing	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	\$0.00
85	Commissioning/ Start Up/ Testing	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
86	Allowance	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200,000.00	\$0.00
87	Clean Up & Demobilization	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
88	Training	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
89	OH/Profit	\$140,000.00	\$32,250.00	\$0.00	\$0.00	\$32,250.00	23.04%	\$107,750.00	\$1,612.50
TOTALS:		\$1,400,000.00	\$296,020.00	\$34,000.00	\$0.00	\$330,020.00	23.57%	\$1,069,980.00	\$16,501.00

## Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$1,400,000.00	\$296,020.00	\$34,000.00	\$0.00	\$330,020.00	23.57%	\$1,069,980.00	\$16,501.00

## CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

**NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.**

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### Identifying Information

Name of Claimant: GBI ELeetric,Inc.

Name of Customer: Bakersfield City Unified School District

Job Location: Roosevelt ES, 2324 Verde St, Bakersfield, CA. 93304

Owner: Bakersfield City Unified School District

Through Date: 01/31/2025

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### Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: Bakersfield City Unified School District

Amount of Check: \$ 32,300.00

Check Payable to: GBI Electric,Inc.

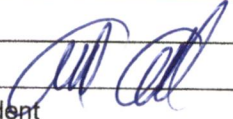
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### Exceptions

This document does not affect any of the following:

- (1) Retentions.
  - (2) Extras for which the claimant has not received payment.
  - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
    - Date(s) of waiver and release: \_\_\_\_\_
    - Amount(s) of unpaid progress payment(s): \$ 0.00
  - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
- 

### Signature

Claimant's Signature: 

Claimant's Title: President

Date of Signature: 02/20/2025

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# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On 02/20/2025 before me, BREAUNA R. GIBBS, NOTARY PUBLIC  
(Here insert name and title of the officer)

personally appeared Gilbert Gonzalez

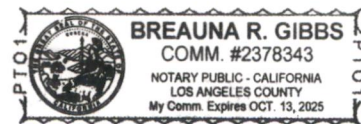
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Breauna R. Gibbs  
Signature of Notary Public

(Notary Seal)



## ADDITIONAL OPTIONAL INFORMATION

### INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/~~they~~, is/~~are~~) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

### DESCRIPTION OF THE ATTACHED DOCUMENT

Application and Certification for  
(Title or description of attached document)

Payment  
(Title or description of attached document continued)

Number of Pages 1 Document Date 02/20/2025

(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)  
☒ Corporate Officer

(Title)

- ☐ Partner(s)  
☐ Attorney-in-Fact  
☐ Trustee(s)  
☐ Other \_\_\_\_\_