

## REQUEST FOR REDUCTION IN RETAINAGE

Date: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Package Name: \_\_\_\_\_

CM: \_\_\_\_\_ CM/PO: \_\_\_\_\_

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

A reduction in retainage is requested based on the following:

1. ☐ The Contractor has performed his obligations satisfactorily and has fulfilled his requirements for application of the reduction in accordance with the General Conditions in existence at the time of contract award.
2. ☐ A properly executed Consent of Surety is attached.
3. ☐ The Project is beyond \_\_\_\_% actual completion. This request will reduce the retainage from \_\_\_\_% to \_\_\_\_% (\$ \_\_\_\_\_) of the work completed to date until all closeout requirements are completed.

### Recommended:

PMF/CM: \_\_\_\_\_ ☐ Recommended ☐ Not Recommended  
Signature

\_\_\_\_\_  
Project Manager (Printed Name)

\_\_\_\_\_  
Date

NJSDA: \_\_\_\_\_ ☐ Recommended ☐ Not Recommended  
Signature

\_\_\_\_\_  
NJSDA Program Officer (Printed Name)

\_\_\_\_\_  
Date

### Approved:

NJSDA: \_\_\_\_\_ ☐ Approved ☐ Not Approved  
Signature

\_\_\_\_\_  
NJSDA Program Director (Printed Name)

\_\_\_\_\_  
Date