Retainage tracker

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Job	Owner	Retainage %	Completed to date	Retainage held	Substantial completion	Days since	Billed for release	Paid	Balance held

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Job	Owner	Retainage %	Completed to date	Retainage held	Substantial completion	Days since	Billed for release	Paid	Balance held
J-1104	*Riverside Housing Partners*	*10*	*$1,150,000*	*$115,000*	*Nov 30, 2026*	*-59*	*$0*	*$0*	*$115,000*

How to fill it in