CERTIFICATE OF SUBSTANTIAL COMPLETION

Project Address: _____
Contractor: _____
CDC Project Manager: _____
Owner: _____

Date of Substantial Completion: _____

The Work has been reviewed and the date of Substantial Completion is hereby established as of the date stated above.

- A Certificate of Occupancy or Code Compliance has been issued and all building permits signed off by the City of Saint Paul Department of Safety and Inspections on **{ MONTH, DAY, YEAR).**
- A lead clean to clearance report has been issued by the Minnesota Department of Health on **(MONTH, DAY, YEAR).**
- An energy audit certifying correct installation of insulation has been issued by the Neighborhood Energy Consortium (NEC) on **(MONTH, DAY, YEAR).**
- A waste management report certifying diversion of 25% of waste from landfills on **(MONTH,DAY,YEAR)**

A list of items to be completed or corrected is included herein. The failure to include any items on such list does not alter the responsibility of Contractor to complete all of the Work in accordance with the Contract Documents.

In accordance with the Contract Documents, Contractor is notified as follows:

1. Without limitation of Contractor's obligation to fully complete the Work within the Contract Time, Contractor shall complete or correct the Work on the list of items attached hereto within 10 days from the date of Substantial Completion.

2. The Owner will be responsible for security, maintenance, and utilities from the date of Substantial Completion forward.

3. Contractor shall be responsible for all Contract requirements except items or responsibilities of the Owner set forth in Paragraph 2 above.

4. The warranty described in the Construction Contract will be in effect from the date of Substantial Completion.

5. List of items to be completed or corrected: see attached punch list (Exhibit A).

6. Upon completion of the punch list items, the Owner will issue a Certificate of Final Completion.

Owner:

_____ Name

_____ (Signature)

_____ (Title)

_____ (Date)

Contractor Representative:

_____ Name

_____ (Signature)

_____ (Title)

_____ (Date)

EXHIBIT A

[*specify punch list items*]

<u>Certificate of Final Completion</u>

The Owner hereby certifies that all the above punch list items have been completed and that the date of Final Completion of the work under the Contract Documents is _____.

Owner

By _____
Its _____
Date: _____