[Your company name]
[Street address] · [City, State ZIP] · [Phone] · License # [License #]

CONSTRUCTION PROJECT

Certificate of completion

Owner(s) _____ Contract # _____

Project address _____

Work performed _____

Contract date _____ Change orders _____

STATUS OF THE WORK

The contractor states that the work under the contract and the change orders listed above is:

☐ **Complete.** All work is finished and no items remain open.

☐ **Substantially complete.** The owner can use the work as intended. Only the open items below remain.

Completion date _____ Final walkthrough _____

Permits: ☐ Passed final inspection on _____ ☐ No final inspection required ☐ Pending: _____

OPEN ITEMS (IF SUBSTANTIALLY COMPLETE)

#	ITEM STILL OPEN	FINISHED BY	TARGET DATE
1			
2			
3			

WARRANTY

Workmanship warranty starts on _____ and runs _____ years (see warranty certificate # _____).

HANDOVER

☐ Manuals, product warranties and care guides given

☐ Keys, codes and remotes returned

☐ Leftover paint and tile left with owner

☐ Final lien waivers given when final payment is received

FINAL PAYMENT

Final contract sum	$
Paid to date	$
Held for open items	$
Balance due by _____	**$**

Signing confirms the status of the work on the date signed. It does not change the contract or the warranty.

Contractor

_____
Signature

_____ _____
Printed name and title Date

Owner

_____
Signature

_____ _____
Printed name and title Date

Template note: this certificate is a starting point, not legal advice. In some states the completion date can affect deadlines, such as for lien claims and final payment. Check your state's rules at echops.com/licensing and have a local attorney review this form before you use it.