

SUBSTANTIAL COMPLETION LETTER

Project Name: _____ Contract Number: _____

Owner: _____

Contractor: _____

Architect/Engineer: _____

To Whom It May Concern:

This letter serves as formal notification that the construction work performed by the Contractor under the Contract referenced above has reached Substantial Completion as defined in the Contract Documents. The Owner and Architect/Engineer have conducted inspections and agree that the Work is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended purpose.

Punch List and Outstanding Items:

There may remain minor items to be completed or corrected, often referred to as 'punch list' items, which shall be completed by the Contractor within the timeframe stipulated in the Contract Documents. The Contractor shall diligently pursue completion of these items to the satisfaction of the Owner and Architect/Engineer.

Warranty Period and Responsibilities:

The commencement of the warranty period shall begin on the date of Substantial Completion. The Contractor remains responsible for all warranties and guarantees as outlined in the Contract Documents, including correction of any defects or deficiencies identified during the warranty period.

Final Payment and Retainage:

The Owner shall make final payment to the Contractor in accordance with the terms set forth in the Contract Documents, subject to completion of all punch list items, delivery of all required documents, and resolution of any disputed claims. Retainage, if any, shall be released following fulfillment of all contractual obligations.

Insurance and Risk:

The Contractor shall maintain all required insurance coverage as specified in the Contract Documents throughout the warranty period. Risk of loss and responsibility for the Work remain with the Contractor until final acceptance and transfer to the Owner as stipulated.

Governing Law and Venue:

This letter and all related contractual matters shall be governed by and construed in accordance with the laws of the United States and the specific state jurisdiction as designated in the underlying Contract Documents. Any disputes arising hereunder shall be subject to the exclusive jurisdiction of the courts therein.

Acknowledgment:

By signing below, the parties acknowledge and agree to the status of Substantial Completion and all related responsibilities and rights as set forth herein and in the Contract Documents.

OWNER'S AUTHORIZED SIGNATURE

CONTRACTOR'S AUTHORIZED SIGNATURE

Signature: _____

Signature: _____

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