

# CERTIFICATE OF SUBSTANTIAL COMPLETION

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Contractor _____	Owner _____	Housing Authority _____
_____	_____	_____
Phone _____	Phone _____	
Fax _____	Fax _____	
Development No _____	FISH No _____	
Contract for: _____		

Pursuant to the General, Supplementary, and Special Conditions of the Contract Documents relative to Partial or Total Occupancy, you are hereby notified that the Housing Authority has satisfied itself that the portion(s) of the above mentioned project, as hereinafter enumerated, is (are) ready for use and or occupancy:

Identify the Buildings and/or areas to be occupied and or used: \_\_\_\_\_

The Housing Authority, through its undersigned representative hereby accepts from the Contractor, subject to contract stipulations, said portion(s) of the Project, effective 12:00 Noon on:

**INSERT DATE**  the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

The Contractor will be relieved of responsibility for performing further Work or supplying further materials, equipment, or other items, in accordance with the General, Supplementary, and Special Conditions of the Contract Documents (relative to partial or total occupancy), except for the following work:

*Append a complete list of all incomplete and/or unsatisfactory items of the Work, which in the opinion of this Housing Authority, are attributable to the fault, negligence, or oversight of the of the Contractor, any subcontractors, material suppliers, agents, servants, or employees.*

**NOTE: Attach one copy of the "Punch List" items to each copy of this document.**

The Use or Occupancy of the building(s) or portion(s) of this project by the Housing Authority shall not:

- constitute acceptance of any Work not performed in accordance with the Contract Documents;
- relieve the Contractor of the liability to perform any Work required by the Contract but not completed at the time of Use and or Occupancy; nor
- relieve the Contractor of liabilities with respect to any express warranties or guarantees required by the Contract.

## CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE

**Must be completed by the Owner**

The \_\_\_\_\_ Housing Authority met on \_\_\_\_\_ And voted to approve this Certificate:

Certified By: \_\_\_\_\_, Contract Officer

### Approved: Architect

Firm: \_\_\_\_\_

By: \_\_\_\_\_

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

### Accepted: Contractor

Firm: \_\_\_\_\_

By: \_\_\_\_\_

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

### Reviewed: Construction Advisor

Department of Housing & Community Development

By: \_\_\_\_\_

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

### Approved: Director, Construction Management Unit

Department of Housing & Community Development

By: \_\_\_\_\_

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