Job Completion Certificate

For the final walkthrough of construction, remodeling and repair work.

Parties and project

Client / owner (name, address)

Contractor (company, address)

License no.

Project address

Contract / estimate no. and date

Work completed

Walkthrough date

Completion date

Present

Result of the walkthrough

- ☐ The work is complete and accepted.
- ☐ The work is substantially complete and accepted, subject to the punch list below.
- ☐ The work is not accepted. The items below must be completed first.

Punch list

No.	Item and location	Due date	Done
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐
10			☐

Closeout

- [ ] Final inspection by the building department passed (if required).
- [ ] Manuals, warranties and keys handed over.
- [ ] Lien waivers from subcontractors and suppliers received.

Final payment due

Warranty period and start date

Notes

Client

Place

Date

Signature Client

Name in block letters

Contractor

Place

Date

Signature Contractor

Name in block letters

Each party keeps a signed copy of this certificate.