

### Completion and Closing Checklist

Job number: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Final cleanup  | <input type="checkbox"/> Home owner walk-through and orientation                                    |
| <input type="checkbox"/> Preclosing inspection (conducted in-house; home checked against purchase agreement; all change orders; inspection checklist) | <input type="checkbox"/> Warranties conveyed to home owner  |
| <input type="checkbox"/> Order settlement statement, including reconciliation of all allowance monies   | <input type="checkbox"/> Warranty service policies and procedures reviewed with home owner          |
| <input type="checkbox"/> Final building inspection by local authority   | <input type="checkbox"/> Punch list complete  |
| <input type="checkbox"/> Correction of deficient items  | <input type="checkbox"/> Lending institution final inspection                                       |
| <input type="checkbox"/> Certificate of completion  | <input type="checkbox"/> HUD, FHA, VA final inspection (where applicable)                           |
| <input type="checkbox"/> Certificate of occupancy   | <input type="checkbox"/> Final closing scheduled with attorney, title company, or appropriate party |
| <input type="checkbox"/> Insurance transfer to final home owner's insurance (certificate required)  | <input type="checkbox"/> Construction loan payoff   |
| <input type="checkbox"/> Water test, well certificate (where required)  | <input type="checkbox"/> Lien releases (obtained as required)                                       |
| <input type="checkbox"/> Septic system inspection, certificate (where required)   | <input type="checkbox"/> Home owner satisfaction survey completed and returned                      |
| <input type="checkbox"/> Final survey (where applicable)  | <input type="checkbox"/> Final closing with home owner  |
|   | <input type="checkbox"/> Final payment received   |
|   | <input type="checkbox"/> Keys given to home owner   |
|   | <input type="checkbox"/> Home owner move in   |

Superintendent's signature: \_\_\_\_\_ Date \_\_\_\_\_