

# SUBSTANTIAL COMPLETION LETTER

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

To: \_\_\_\_\_

Owner / Client: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_

Contractor / Builder: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject: Notice of Substantial Completion**

This letter serves as formal notice that the Contractor hereby declares the Project described above to be Substantially Complete as of the date of this notice. Substantial Completion means the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

The Contractor certifies that all work required to achieve Substantial Completion has been performed in substantial accordance with the Contract Documents, except for minor punch list items which do not materially interfere with the Owner's use of the Project. A detailed punch list of the remaining work will be provided separately.

The date of Substantial Completion triggers the commencement of warranties and guarantees required by the Contract and the start of the period for Owner's responsibilities such as insurance and maintenance.

The Contractor requests the Owner to acknowledge acceptance of Substantial Completion and agrees to cooperate in scheduling the final inspection and turnover of the Project, including delivery of operation and maintenance manuals, keys, and as-built drawings.

The Contractor affirms that all required inspections, tests, and approvals for the Work performed through Substantial Completion have been obtained or scheduled and will provide documentation as required.

Please review this notice and contact the Contractor promptly to schedule the final inspection and discuss any remaining obligations for final completion and closeout.

This Notice of Substantial Completion is provided in accordance with the Contract and applicable law, including all requirements under United States federal, state, and local statutes and regulations.

Contractor:

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Contractor Signature**

**Owner Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Original source of this document:

<https://docs-realestate.com/substantial-completion-letter-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-realestate.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.