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Equal Opportunity Housing and Equal Opportunity Employment

END OF CONSTRUCTION/CLOSEOUT CHECKLIST

MHFA Dev. # (D):	_____	MHFA Project # (M):	_____
MHFA Architect:	_____	MHFA Draw Admin Tech:	_____
Project Name & Location:	_____		
Owner/ Developer:	_____		
Project Architect:	_____		
General Contractor:	_____		

The following items are typically required by Minnesota Housing for the end of construction and final project close out. Refer to Minnesota Housing's Architect's Guide and Contractor's Guide for more information. Items noted herein shall be submitted to MHFA Architect.

X	ITEM	REMARKS
	1. Punch List Inspection. MHFA Architect shall be invited to attend first inspection and (if more than one inspection) notified of subsequent inspections.	
	2. Certificate of Substantial Completion (AIA Document G704) with Punch List attached.	
	3. Certificate of Occupancy or equivalent by the local municipality, if applicable.	
	4. Upon request by MHFA Architect, evidence that all permits are closed out.	
	5. Certification of Compliance – Mandatory Green Communities Criteria signed by Owner/Developer, Project Architect and General Contractor.	
	6. Project Architect's written confirmation that all work, including punch list items, has been completed.	
	7. Operation and maintenance materials/manuals as per Green Communities.	
	8. Accounts between Owner/General Contractor have been adjusted to include additions, deductions, change orders, unit prices, cash allowances, or deductions for uncorrected work.	
	9. Record drawings, warranties, and O & M Manual have been delivered to the Owner. Submit evidence of Project Architect's review and approval.	
	10. Correction Orders (if issued) by Minnesota Housing have been satisfactorily remedied.	

X	ITEM	REMARKS
	11. If applicable (and prior approval of MHFA Architect) uncompleted work identified with a 1.5 value placed into an escrow account.	
	12. Establish 11 month warranty inspection date(s).	
	13. General Contractor's <u>final</u> Application for Payment (G702/G703) certified by Project Architect.	
	14. If required, an As-Built Survey. <i>(MHFA surveyor certification requirements located at www.mnhousing.gov: Applications and Forms / Loan and Grant Processing / All Forms / Alta Survey Certification).</i>	
	15. Property and Liability Insurance Certificates. <i>(MHFA insurance requirements located at www.mnhousing.gov: Applications and Forms / Loan and Grant Processing / All Forms / Insurance Requirements).</i>	
	16. Certificate of General Contractor. <i>(MHFA form located at www.mnhousing.gov: Applications and Forms / Loan and Grant Processing / All Forms / Certificate of General Contractor).</i>	
	17. Environmental documentation (if required): (a) Lead Hazard Evaluation and Reduction Summary. (b) Lead clearance reports. (c) Asbestos/O & M Plan. (d) MPCA Closeout.	
	18. Other (specify):	