

REQUEST FOR FINAL INSPECTION AND REFUND OF CONSTRUCTION BOND

To: BUILDING/VILLAGE MANAGER

Date: _____

This is to request for the final inspection of the completed fit-out/renovation works in my/our unit and subsequently, for the refund of the construction bond. Please see attached Certificate of Completion.

Building & Unit No. / Village, Phase, Block & Lot No. : _____

Name of Unit Owner/Tenant : _____

Signature of Unit Owner/Tenant

To be filled-out by Property Manager

FIT-OUT/CONSTRUCTION PERIOD	Commencement Date:	Completion Date:
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Put a check on the box if requirement has been complied with. Put N/A if requirement is not applicable

- Certificate of Completion from Contractor and Unit Owner/Tenants
- Maintenance and clearing of the inside and outside areas of the unit upon completion
- Restoration of common area
- Provision of window covers and safety standards during construction
- Submission of the following documents:

- _____ Return of the original Official Receipt or Acknowledgement Receipt for the payment of the Construction Bond
- _____ Return of the issued Notice to Proceed
- _____ Return of the issued Work Permit
- _____ Approved as-built plan (3 sets for major fit-outs only)

For commercial units:

- _____ Sign-board/signage Permit
- _____ Mechanical Permit
- _____ Sanitary and Plumbing Permit
- _____ Fire Safety Certificate
- _____ Certificate of Occupancy
- _____ Waterproofing Certificate (If applicable)
- _____ Flood Test Certificate (If applicable)
- _____ Gas Leak Certificate (if Applicable)
- _____ Electrical Test Certificate (Short Circuit/Megger/Balancing Load) (for Commercial Unit only)
- _____ Hydro Testing Certificate - Water Supply (for Commercial Unit only)
- _____ Air Balancing Certificate (if Applicable)

CLEARANCE

This is to certify that the abovementioned unit owner(s) has/have complied with the renovation/construction and pre-operating requirements of the Condominium Corporation.

This also serves as a clearance to release the Construction Bond after deducting whatever accountabilities the owner/tenant or their contractor may have incurred during the renovation/construction phase.

INSPECTED BY:

APPROVED BY:

Signature over printed name
of Building Engineer

Signature over printed name
of Building/Village Manager

Date: _____

Date: _____