



Project ID Contract Registration Number Work Order Number Change Order Number

Project Address

Payment Number Payment Period From Payment Period To Submission Date

This is to certify that _____, the Contractor for the above referenced contract, on _____
Name of Contractor Date (MM/DD/YY)

turned over for use and occupation the (sewer, water, roadways) constructed under the above referenced contract.

An inspection was held on _____ and (a punch list was established, or there was no punch list).
Date (MM/DD/YY)

I hereby recommend that the _____ be accepted by the City,
sewer, water, roadways

Except for:

(subject to satisfactory completion of the punch list). The Retained Percentage on the accepted portion of work will be reduced from 5 % to 1 %. The value of the Accepted and Completed Work is (\$ Total Amount), broken down as follows by Budget Code:

Budget Code	List	Amount
	Total Amount	

In addition to the 1% retainage, the following amount is to be withheld:

1. Twice the Estimated Value of the Punch List (attached)\$ _____
2. Restoration Guarantee (1st and 2nd Year for Sewer projects, if applicable.)\$ _____
3. Estimated Deficiency Deductions\$ _____
4. Estimated Credits and other Deductions\$ _____
Total Additional Withholding (1+2+3+4)\$ _____

Resident Engineer (Print Name)

Date (MM/DD/YY)

Engineer-in-Charge (Print Name)

Date (MM/DD/YY)