



## FINAL CERTIFICATE CHECKLIST

Fictitious workplace	UP Building and Construction PTY Ltd
Date of review	01/11/2021

### Details of the Building and Construction Project

Name of building and construction project	Granny flat	
Overview of this project	Build a granny flat in the owner's backyard.	
Project site address	15 Boronia street Springwood [YOUR STATE]	
State/territory	[YOUR STATE/TERRITORY]	
Conditions for issuing final certificate reviewed	All works completed as per the contract, client has signed off and approved all works.	
<b>Checklist items:</b>	<b>YES/NO</b>	<b>Comments</b>
1. All patent defects have been remedied.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Contract works completed
2. Adjustments to the contract sum have been agreed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Price variations have been settled
3. All claims have been settled.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Claims have been paid
4. Defects liability period has expired	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Defects liability period still in place
5. Notice of Final Completion has been sent by the contractor	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Notice of completion sent to owner
6. All work to be performed under the agreement has been completed.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Contract works completed