

# Form A-CR

## Owner's Closeout Report

Date	
Project Name	
Project Owner	
Project Address	

Official Use:

Received Date:

By:

- 1** In addition to other program related final tasks and documentation requested separately by the OHCS Loan Officer, the following Construction Closeout related tasks and project documentation are required to complete the project and to receive all final disbursements of funds from the Department. A checkmark is required in one of the boxes provided for every item listed below and signifies that the Owner has personally verified that the associated task has been completed as of the date of this form.

Sign and Submit this form with the required documentation.

**2** Owner's Signature (Required)

X

**Note:**

Submit the documents listed below to the OHCS Architect, the OHCS Loan Officer assigned to the project, and if applicable, to the Department's CA Consultant<sup>1</sup>. Except for Documents required in 'hard copy' format, all documents should be transmitted electronically in PDF. Transmit all of the documents requested at one time and include this signed form with the electronic (non-hard copy) portion of the submittal. Do not send form A-CR to the Department more than once unless requested to do so. Documents listed below that may be required in 'hard copy' format should be sent only to the OHCS Architect. Do not include this form with the 'hard copy' document submittal.

No.	✓	N/A	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>	<input type="checkbox"/>	Application and Certification of Payment [AIA Form G702] marked "Final" and certified by the Architect. [Submit to OHCS and the Department's CA-Consultant <sup>1</sup> with this form].	
1.02	<input type="checkbox"/>	<input type="checkbox"/>	Signed Contractor's Affidavit of Payment of Debts and Claims [AIA Form G706]. [Submit to OHCS and the Department's CA-Consultant <sup>1</sup> with this form].	
1.03	<input type="checkbox"/>	<input type="checkbox"/>	Signed Consent of Surety to Final Payment [AIA Form G707] – [When a surety is present as part of the Construction Contract]. [Submit to OHCS and the Department's CA-Consultant <sup>1</sup> with this form].	
1.04	<input type="checkbox"/>	<input type="checkbox"/>	Architect signed Form A-AF (Architect's Certification 2 of 2 : Final Completion). Form A-AF is located in Appendix C of the CDM. Include form A-AF signed by the Architect with submittal of this form unless it has already been submitted to the Department directly by the Architect. [Submit to OHCS and the Department's CA-Consultant <sup>1</sup> with this form].	

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## Footnotes:

1. CA Consultant : OHCS Construction Administration Consultant

# (CDM) Core-Development Manual

## A-CR Form

No.	✓	N/A	Required Task / Documentation	OHCS Comment
1.05	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 2px dashed blue; padding: 5px;">           ALTA Survey representing post project completion Conditions.  <b>[Submit Hard Copy to OHCS only].</b> </div>	Inquire with OHCS Loan Officer to determine if this item is required. Check the box in the "NA" column if not required.
1.06	<input type="checkbox"/>		<p><b>Owner Declaration 1 : Receipt of Final Record Documents</b></p> <p>By checking the box associated with this item, I declare that as of the date of this form, I have received a complete and neatly organized set (minimum of one set each) of the following documents which have been reviewed and approved by the Project Architect and which I will retain for Building Owner records and reference purposes:</p> <ul style="list-style-type: none"> <li>• All Operation and Maintenance (O&amp;M) Manuals</li> <li>• All Product Submittals</li> <li>• Bound Set of Construction Drawings inclusive of all design disciplines and a copy of the Project Manual reflecting all changes to the project that occurred during construction. The set should be marked "<u>As-Built</u>" and bear an As-Built set date.</li> </ul>	
1.07	<input type="checkbox"/>		<p><b>Owner Declaration 2 : Project is Complete</b></p> <p>By checking the box associated with this item, I declare that as of the date of this form, the scope of work as defined by the Construction Documents has, to the best of my knowledge, been fully constructed, including all "punchlist" items, and that it has attained a level of completeness whereby it can be immediately, fully, and safely occupied and utilized for its intended purpose.</p>	

☐ Check this box if additional sheets have been appended to this form.