PUNCH LIST

A punch list is a record of all items within a project that the contractor must correct or complete to the satisfaction of the homeowner before the job is considered finalized.

Prior to the project closeout and final payments, homeowner and contractor or architect should jointly conduct a project walk-through to observe all items that need correcting or completing.

All parties understand that when the homeowner agrees that the punch list details itemized below have been completed to his or her satisfaction, the project is entirely complete and all outstanding payments are due to the contractor and/or architect.

Punch List Items	Date	Approved

Completed punch list items submitted by:_____ _____
(Contractor/Architect) (Date)

All punch list items are complete:_____ _____
(Homeowner) (Date)