

PEARL VALLEY

— HOME OWNERS ASSOCIATION —

BRR Check list for issuing of Completion Certificate

Feb 2025

SG Number: _____

Owner: _____

Principal Agent: _____

Contractor: _____

New Build		Alternation / Addition	
Project Commencement date:			
Occupation granted date:			
Total value of penalties (BCO to complete):			

Item	Description	Responsible party	Action	Representative Signature	Date
1	Occupancy snags completed	BCO			
2	Occupation Certificate issued by the Local Authority	BCO			
3	Occupation certificate	BCO			
4	Architectural Rider Plan approved	HOA			
5	Landscape Rider Plan approved	HOA			
6	All NHBRC non-compliances or pending HOA compliances have been remedied	BCO/HOA			
7	Services checked and in good repair	BCO			
8	Roads and kerbs checked and in good repair	BCO			
9	Builder's levies paid	HOA Accounting			
10	Water paid	HOA Accounting			
11	Outstanding fines paid	HOA Accounting			
12	Completion of rehabilitation of neighbouring verges or POS	BCO			

Completion certificate granted by: _____
(HOA representative name and surname)

Signature: _____ Date: _____