



Architect's Certification Guidelines

Revised 1/2/2012

An architect's letter of certification will be required at the completion of construction of the improvement.

- I. The project's architect and/or contractor shall sign and stamp the letter and certify to it to the Lender. The letter shall be issued on the architect's and/or contractor's firm letterhead, which shall include the firm's name, address, telephone, facsimile and email address or number, and be addressed to the Lender. The letter must also include date property was inspected.
- II. Architect shall state whether or not the improvements were constructed in accordance with plans and specifications provided by their office.
- III. Architect shall confirm if subject was inspected and approved by all appropriate governmental authorities, and in all cases, has been approved. Copies of all approval forms, including certificates of occupancy or use, shall be attached to the letter.
- IV. Architect shall confirm that "Punch List" items have been completed. If such items are yet to be completed, the architect shall list the items to be completed, the budgeted or estimated cost to complete them, and the estimated time to completion.
- V. Architect shall confirm that subject was designed and built in accordance with the requirements of the American Disabilities Act.
- VI. The architect shall list the subject property's zoning information and state whether or not subject is a legal, conforming use.
- VII. The architect shall list any and all fire and safety systems and any fire code violations.
- VIII. The architect shall address status of building components (i.e. utilities, mechanical & structural), their level of completion, and level of workmanship employed in the systems' installation or construction.
- IX. The architect shall attach color photographs of the land and improvements, including parking lots, other exterior features, interior finishes, roof and mechanical systems.