

SAMPLE CONSTRUCTION ACCEPTANCE LETTER

Consultant's Letterhead

Date:
Surrey File:
Consultant File:

TO: City of Surrey, Engineering Department
Inspection Services Manager

Attention: Stephen Taylor, CPWI 3

CONSTRUCTION ACCEPTANCE

RE: Project _____

Address: _____

In accordance with the Servicing Agreement, all of the Developer's obligations required throughout the maintenance period have been completed.

A final inspection was held on _____, and any damages, defects, deficiencies or holdbacks previously identified during the maintenance period have now been satisfactorily completed by the Developer.

On behalf of the Developer I request that the City now accepts the assignment, transfer and conveyance of the Works and Services for the Servicing Agreement and that the remaining funds held by the City be returned to the Developer.

_____, P.Eng.
(seal please)