

Completion Verification Report Template

Property Address:

Property Owner:

Property Owner point of contact

Name

Phone Number

Email Address

Energy Assessment Provider

Installation Contractor(s)

Eligible Measures Installed

Project Completion Date

Certification

I have (select one or both) [inspected the property/used photo evidence and project documentation] and do hereby certify that, with the exception of certain changes described below, all Eligible Measures listed in the Final Energy Assessment are installed at the property and achieve the nameplate efficiency ratings stated in the Final Energy Assessment and installation contract. I have provided evidence of installations (see instructions below) as Attachment A to this report and have included a copy of the Final Energy Assessment as Attachment B.

Printed Name

Signature and Date

Role (select one):

Energy Assessment Provider

Installation Contractor

Property Owner

Discussion and Exceptions (Please attach additional pages, as needed)

I have identified the differences listed below between the completed project and the Eligible Measures described in the Final Energy Assessment.

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Identification and discussion of any substitutions, compromises, or variances between the final design intent, contract documents and as-built conditions;

Description of components and systems that exceed the owner's project requirements and those which do not meet the requirements and why;

A summary of all issues resolved and unresolved and any recommendations for resolution.