MOHCD Retention Release Requirements

*These requirements apply regardless of the source of funds for the Retention payment(s)*

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| **Received** | **MOHCD Reviewed** | **ITEMS TO BE SUBMITTED TO MOHCD - ELECTRONIC FORMAT - labeled by document** |
| date | Click or tap here to enter text. | 1. Contractor provides Owner with AIA G702 / G703 Pay Application including request for Retention Release. |
| date | Click or tap here to enter text. | 1. General Contractor - All proper Lien Releases received. |
| date | Click or tap here to enter text. | * 1. Conditional Waiver and Release upon Final Payment - With Pay Application |
| date | Click or tap here to enter text. | * 1. Unconditional Waiver and Release upon Final Payment - upon Payment (prior to Conversion) |
| date | Click or tap here to enter text. | 1. No Liens or Stop Notices have been filed against the Project and no claims are pending. |
| date | Click or tap here to enter text. | 1. Certificate of Substantial Completion executed by Architect, Contractor and Owner acknowledging that all work is in substantial conformance with Contract Documents. |
| date | Click or tap here to enter text. | 1. Recorded Notice of Completion (filed by Owner within 10 days of completion) - Recorded and 30 days passed |
| date | Click or tap here to enter text. | * 1. Received: Date of Recordation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| date | Click or tap here to enter text. | * 1. 30 Day Period Ends:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| date | Click or tap here to enter text. | 1. Final Certificate of Occupancy (only New construction and Vacated Rehab) |
| date | Click or tap here to enter text. | 1. Department of Building Inspection and Other Agencies that all permitted Work is complete and in conformance with |
| date | Click or tap here to enter text. | 1. Codes and Regulations - Evidenced by FINAL Permit Cards issued to Owner (and MOHCD in electronic format) |
| date | Click or tap here to enter text. | 1. Final Report / Compliance - OEWD (Workforce & Hiring Requirements) |
| date | Click or tap here to enter text. | 1. Affirmation from OLSE of no outstanding prevailing wage non-compliance |
| date | Click or tap here to enter text. | 1. Preliminary Title Received, *if required*, Showing No Recorded Liens. |
| date | Click or tap here to enter text. | 1. Evidence of Continued Insurance Coverage (Ins. Certificates) |
| date | Click or tap here to enter text. | 1. Project Directory - Listing all Principals, Design firms, Subcontractors and Suppliers with Phone and/or Email contact |
| date | Click or tap here to enter text. | 1. The Project remaining hard cost contingency is in balance and adequate to complete the Project (for Early release of retention prior to completion) |
| date | Click or tap here to enter text. | 1. As-Built Plans - Electronic Format |
| date | Click or tap here to enter text. | 1. Completion of all Punch List items (evidenced by inspection or certification of architect)\* |

MOHCD Retention Release Requirements

**Owner Acknowledgment Items**

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| **Received** | **MOHCD Reviewed** | **ITEMS ACKNOWLEDGED BY OWNER IN WRITING AS HAVING BEEN RECEIVED / COMPLETED** |
| date | Click or tap here to enter text. | 1. Completion of SFPUC Stormwater Maintenance Agreement, Certificate of Acceptable Construction and all other requirements of the Conditions of Approval within the Permit Application. All documents shall be prepared, presented for review to SFPUC, Recorded and returned to SFPUC for acknowledgement prior to release of the HOLD. |
| date | Click or tap here to enter text. | 1. Owner's acknowledgement (in writing on letterhead or email) of receipt of the following items or completion of activities: |
| date | Click or tap here to enter text. | * 1. Coordination with DT and MOHCD Digital Equity on Fiber to Housing |
| date | Click or tap here to enter text. | * 1. As-Built Plans in Hard Copy and Electronic Format |
| date | Click or tap here to enter text. | * 1. As-Built ALTA Survey (New construction only, and may be provided prior to conversion) |
| date | Click or tap here to enter text. | * 1. Guarantees and Warranties for all Equipment, Materials and Work - Including GC Call-Back Process & Contact info |
| date | Click or tap here to enter text. | * 1. Keys, Keyfobs, Instruction Manuals, Software, Training Videos and Training completed |
| date | Click or tap here to enter text. | * 1. Inspection Reports, Certifications and Permits to Operate (Course of Construction, and Final) Including but not limited to: |
| date | Click or tap here to enter text. | * 1. Equipment and Systems Test Reports (Backflow prevention, Elevator State Inspection, Fire Suppression and Alarm, etc.) |
| date | Click or tap here to enter text. | * 1. Materials Testing Reports - Special Inspections |
| date | Click or tap here to enter text. | * 1. Crack / Settlement Survey - sidewalks and adjacent properties - where applicable |
| date | Click or tap here to enter text. | * 1. Extra (stock "attic") Materials have been delivered to Site and properly stored |
| date | Click or tap here to enter text. | * 1. Completion of Punch List items, inspected and accepted by Architect and Owner - In Writing   *Punch List items that remain incomplete at the time of Request to Release Retention shall have up to 150% of their value withheld from the Request for Retention value until complete and accepted and this value documented with AIA G706 (Contractors Affidavit of Payment of Debits or Claims) or other mutually acceptable form.* |