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Certificate of Practical Completion & Handover

Signed when the building is complete apart from minor snags; starts the defects period and releases half the retention

Certificate no.	PC-01	**Date**	05-Jul-2027
Project	4-bedroom bungalow, Lugbe, Abuja (example)	**Client**	Mr & Mrs Adeyemi (example)
Contractor	Example Builders Ltd	**Contract date**	23-Nov-2026

CERTIFICATION

We certify that the works under the contract above reached practical completion on the date shown, subject only to the outstanding items in the attached snag list, which the contractor will complete by the date stated.

Date of practical completion	05-Jul-2027	**Outstanding snags to finish by**	19-Jul-2027
Defects liability period ends	05-Jan-2028		

HANDOVER CHECKLIST

Item handed over	Qty / details	Received?	Notes
Door keys (labelled)	14 keys, 2 sets	Yes	
Gate remote / padlock keys	2	Yes	
As-built drawings (architectural, structural, M&E)	1 set + PDF	No	Due with final account
Electrical test certificate	1	Yes	
Pumping machine, inverter & water heater manuals and warranties		Yes	
Spare tiles and paint (same batch)	2 cartons, 1 × 20 L	Yes	
Meter numbers (prepaid electricity, water)		Yes	
Borehole water test report		N/A	

MONEY

Contract sum (incl. variations)	₦47,650,000
Certified to date	₦43,200,000
Retention held (5%)	₦2,382,500
Half retention released now	₦1,191,250
Retention kept until end of defects period	₦1,191,250

Client / employer	Contractor	Consultant (architect / QS)
Name:	Name:	Name:
Date:	Date:	Date:

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