

SC State Housing Finance and Development Authority
Tax Credit Development
FORM 6 – Final 100% Inspection Report

NOTE: 1. Completed Documents 1 - 11 are to be submitted together before inspection will be scheduled.

2. A member of the following organizations must be present during the inspection;
 - a. Management team
 - b. On site Maintenance personnel
 - c. Contractor representative
3. Please note that all units must have the HVAC, Hot water & electrical systems functional and energized at least 48 hrs. prior to scheduled inspection date for testing.
4. Proper tenant notice must be issued to all units to be entered.
5. Please complete this form and include with your submission.

Project Name: _____ Contact Name: _____ Email: _____

Address: _____ City: _____ Phone: _____

Item no.	Description	Initial
1	SCSHFDA FORM 5- 25%, 50%, and 75% Inspections Completed	
2	<u>All Permanent Certificates of Occupancy</u> on all buildings/structures to be inspected must be submitted with Inspection request.	
3	Architectural Certificate of Substantial Completion - for all buildings/structures on the project to be inspected must be submitted with Inspection request.	
4	A Letter from Contractor certifying that all punch list items on the Architectural Certificate of Substantial Completion have been completed.	
5	FINAL Contractor Payment Application showing a <u>zero balance</u> or only retainage to complete.	
6	FINAL Change Order Log for the Project with all Change Orders listed.	
7	PDF Copy of the <u>FINAL "WAIVER LOG"</u> showing all Approved Waivers issued on the Project.	
8	Final Exhibit "G" submitted form signed by Architect	
9	Letter from ADA Accessibility Consultant Certifying Project meets all ADA requirements.	
10	Certificate of Radon Testing Certification from radon consultant. (if applicable)	
11	PDF Copy of the <u>FINAL Survey of the Site Plan</u>	
Please initial items 12-21 that they are completed and or installed for 100% Inspection:		
12	Computer Center computers & printers installed and connected to the Internet. (if applicable) Test email to be sent.	
13	All Camera/Security systems to be installed and operational to central monitor. (if applicable)	
14	Central laundry washers and dryers installed and operational. (if applicable)	
15	Exercise equipment installed and operational. (if applicable)	
16	Playground equipment installed and operational complete with bench seating. (if applicable)	
17	Picnic Pavilions/Gazebo installed and operational with table and seating. (if applicable)	
18	All Landscaping and irrigation systems must be installed , complete and functional.	
19	All building HVAC systems must be energized and operating 48hrs. before inspection.	
20	All building electrical and lighting systems must be energized and operating 48hrs. before inspection.	
21	All building plumbing and water heating systems must be energized and operating 48hrs. before inspection.	

*****Upload all documentation to the Secure File Exchange for Review*****

Authorized Representative's Name: _____ Date: _____

Authorized Representative's Signature: _____ Date: _____