

Certificate of Substantial Completion For Projects Not Constructed Through The University Architect's Office

Date of form: _____ Project account number: _____

Project name and location: _____

Contractor name and information: _____

Detailed project description. (Please explain what type of work was performed for the project name and location above): _____

Definition of Date of Substantial Completion: The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Architect or Contractor when construction is sufficiently, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

The project is substantially complete

*The Work performed under this Contract, as indicated above, has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as _____.
Complete Date*

*The project described above may be substantially complete but has not been placed into service. IU defines the **In Service Date** as the point in time when an asset is being occupied or is being used for its intended purpose. The University Capital Asset Office will begin to depreciate the project when the asset is occupied or is being used for its intended purpose. If the In Service Date is different than the Substantial Completion Date please indicate the In Service Date _____.*

*This Substantial Completion form should be returned to the University Capital Asset Office immediately but no later than **May 15** for assets placed in service during the current fiscal year.*

Signature

Print Name

Building, Infrastructure and Land Improvement projects depreciate based upon a half year convention. The asset create date will be 01/01/XX for the fiscal year of the In Service Date for these types of projects.

The project as described above is still under construction

Signature

Print Name

Estimated Substantial Completion
Date

Return to: Jim Adkins, Capital Asset Office, Poplars 437, Bloomington