

The Completion Certificate is the warranty document completed by the builder and homeowner on the date of possession of the new home. Once submitted to PHW, this enables us to start the warranty period on the home and issue the warranty paperwork to the homeowner.

» WHY IS THIS IMPORTANT?

The Completion Certificate is the place for both parties to acknowledge many important pieces of information about the home, including the Commencement Date, any deficiencies that remain at the turnover date, work not completed by the builder, or contractually accepted items. All of these may have an impact on future warranty issues with the home.

This is also the document used to start the homeowner's warranty policy in our system. By completing and submitting this Completion Certificate, it allows us to start the warranty in our system and issue the homeowner their warranty package directly from our office.

» HOW DO I COMPLETE THIS CORRECTLY?

Completion Certificates are issued pre-filled from our WIMS system. They are emailed out at registration time and are also emailed out with the last assessment we complete at home. Builders can also log in to WIMS and download one to complete as needed. See the "details" pages for more information on successfully completing a Completion Certificate.

» WHEN SHOULD I BE COMPLETING THIS?

These should be completed with your homeowner on possession day of the home to the first homeowner.

» DO I NEED TO COMPLETE ALL OF THE SECTIONS?

All sections of the Completion Certificate provide important information to the warranty process. We cannot complete starting the warranty on a home without the Commencement Date and homeowner/ builder signatures at a minimum.

Would you like a step-by-step guide on how to properly fill out the completion certificate? If so, click [HERE!](#)



Commencement Form
Congratulations on taking possession of your new home!

Member Code: _____ Registration #: _____ Builder Job #: _____

Builder: _____ (Print Name)
Legal Address: _____ (Print Address)
Mailing Address (if different from above): _____ (Print Address)

TRADE CONTACTS FOR WARRANTY SERVICE

TRADE	PHONE NUMBER	WARRANTY FLOORING	PHONE NUMBER
CONCRETE/FOUNDATION	PHONE NUMBER	INSULATION/STUCCO	PHONE NUMBER
MECHANICAL	PHONE NUMBER	PAINTING	PHONE NUMBER
PLUMBING/ELECTRICAL	PHONE NUMBER	LANDSCAPE/IRRIGATION	PHONE NUMBER
WOODWORK/EXTERIOR	PHONE NUMBER	ROOFING	PHONE NUMBER

PURCHASER INFORMATION (Please completely fill out all areas)

NAME	PHONE	EMAIL
HOMEOWNER 1		
HOMEOWNER 2		

WARRANTY EXCLUSIONS & DEFECTS / DEFICIENCIES

Warranty Exclusions:
The following materials and workmanship supplied and/or performed by the Purchaser are not warranted by the Member Builder or under the Warranty. (Check all that apply to the Warranty Exclusions. Please list below, attach a signed and dated list if necessary.) Example: If the purchaser provides their own cabinets or flooring, please list them. Also, if the purchase price is reduced as a result of a buyer's condition, please list that here as well.

Exclusions:
The Warranty Provider may not complete any work that is not finished by the Member Builder. (Please list below, attach a signed and dated list if necessary.)

Defects / Deficiencies:
There have been no reported deficiencies and/or workmanship issues since 2022 in respect to warranty. These items, in any other case, will be covered through a separate and proper inspection at the time of delivery and are hereby waived by the Member Builder. (Please list below, attach a signed and dated list if necessary.)

Consent to Disclosure of Personal Information:
The Homeowner consents to the use of any personal information in this Commencement Form by Pacific Home Warranty for the purpose of processing any of the products and services to the Homeowner. The Homeowner further consents to any personal information in this Commencement Form to be released by Pacific Home Warranty to the Homeowner's insurance carrier for the purpose of processing any of the products and services to the Homeowner. (Please list below, attach a signed and dated list if necessary.)

COMMENCEMENT DATE
The date of occupancy of the home, or the date the home is transferred to the Homeowner, is the date of occupancy. It is the date of occupancy that is used to determine the date of the warranty. (Please list below, attach a signed and dated list if necessary.)

THIS IS AN IMPORTANT DATE PLEASE COMPLETE

Builder Representative: _____ (Print Name)
Homeowner Representative: _____ (Print Name)
Signature: _____ (Signature)
Signature: _____ (Signature)
Dated: _____ Day of _____, 20____

Once complete, fax, email or mail to: account relations@pacificwarranty.com
If you would like a physical copy, please check this box: ☐ Yes, please send me a physical copy of this form.

Commencement Form means "Completion Certificate" in terms of all agreements and policies.

IT'S WHO WE ARE