

Holdback Inspection Form

Owner Name	Jane and John Doe
Property Address	123 Anystreet Anytown, MA
Inspector Name	Jack Sprat
Inspector Contact #	123.555.5555
Email address	Jack@JackSpratCouldEatNoFat.com
1st Payment Request	
Date of Inspection	1/1/12
Permit Required?	Yes
Permit on File?	Yes
Permit Address Correct?	Yes
Permit Work Consistent with Contractor Agreement?	Yes
Work Consistent with Hold back Agreement?	Yes
Work Consistent with Contractor Agreement?	Yes
Work Needs to be completed?	Yes
Obtained Owner Signature on Payment Request Form?	Yes
Inspector Comments or Concerns	None, work done correctly
Action Items	
Approve Payment?	Yes
Date	2/1/2012
2nd Payment Request	
Date of Inspection	
Estimate of % work completed on Contract?	
Work Consistent with Contractor Agreement?	
Obtained Owner Signature on Payment Request Form?	
Permit Inspections Needed?	
Permit Inspections Obtained?	
Inspector Comments or Concerns	
Action Items	

Approve Payment?	
Date	
Final Payment Request	
Date of Inspection	
Work Completed	
Work Consistent with Contractor Agreement?	
Obtained Owner Signature on Payment Request Form?	
Sign-off by town Inspector?	
Inspector Comments or Concerns	
Action Items	
Approve Payment?	
Date	