# COMPLETION CERTIFICATE INSTRUCTIONS

**Submittal Instructions and Required Attachments**

AFTER all work has been completed, the Participating Contractor and Property Owner(s) must sign off on the Completion Certificate (fill in the Completed Eligible Products Table (page 3) and final project amount(s)) and include all required attachments.

* Final invoices, cost statements, or equivalent from contractor
* Product related attachments, if applicable
* Final permit(s), if applicable
* Copy of Participating Contractor's business license for this jurisdiction if one or more products did not require a building permit
* For self-installed products, provide purchase receipts or invoices for materials/products and signed Self-Install Agreement

Once completed and signed, please send the Completion Certificate and all required attachments to the CaliforniaFIRST Program by:

1. **Mail - CaliforniaFIRST Program, 500 12th St., Suite 300, Oakland, CA 94607**
2. **Email - info@californiafirst.org**
3. **Fax - (510) 451-7904**

CaliforniaFIRST Program Representatives will then review and approve the Completion Certificate and process payment.

**COMPLETION CERTIFICATE**

**Payment Designee**

Amount to be paid to (select one):  Property Owner  Contractor  Designee

*Please fill in below ONLY if payment designee is Designee*