KOW BUILDING CONSULTANTS

NATIONAL REACH
LOCAL INSIGHT

CONSTRUCTION CONSULTING

Post Construction Completion Report

8 W 71st Street
New York, NY 10023

KOW JOB #	REPORT DATE
2026-KOW	Sep 14, 2026
PREPARED FOR	**PROJECT NAME**
Sample Client	Sample Project

PREPARED BY

KOW Building Consultants

1034 W Jericho Turnpike
Smithtown, NY 11787
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- CONSTRUCTION CONSULTING
- EXISTING BUILDING DUE DILIGENCE
- ENVIRONMENTAL
- SUSTAINABILITY

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Letter

September 14, 2026

Sample Client Contact
Sample Lender
1 Example Plaza
Sample City, NY 10000
client@example.com

To Whom It May Concern:

SAMPLE REPORT — An anonymized example of a completed KOW report. This report illustrates the reporting format and does not describe or certify the sample project's address. Client-specific supporting exhibits are omitted.
Enclosed is our Post-Construction Completion Report for the referenced project, prepared from the project records, completion documentation, and site observations described in this report.
Unless noted otherwise, this report summarizes the observed completion status, available close-out documentation, and material items requiring attention.
Please contact this office with any questions.

Sincerely yours,

KOW Building Consultants

Dan Vurpillat, CDT
Regional Director, Midwest
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Kenneth F. Wille, PE, LEED AP
President and CEO
Kenf@kowbc.com

1. Executive Summary

Project & Transaction Details

Project Type	New Construction
Transaction Type	Forward Commitment
Total Residential Units	44
Combined Gross Square Footage	53629

Project Description

The project included the demolition of an existing structure, site development, and new construction of a 5-story mixed-use structure. The building includes a cellar-level parking garage, first-floor community facility, and residential units at levels 2 through 5. A total of (44) residential units are provided.

Site Description & Location Context

The property is located in Sample City, New York, in a densely developed area mainly consisting of residential structures. The building is located over a previous parking area at the southern portion of a previously developed parcel.

Amenities & Common Facilities

Amenities include a first-floor community facility and second floor outdoor terrace.

Major Building Systems Summary

The building is founded on shallow foundations with a slab on grade. The building superstructure consists of CMU block walls with hollow core concrete plank floor framing. Facades are a mix of brick and EIFS/stucco. Roofing is flat with a membrane cover. Windows are aluminum storefront at the ground level and uPVC at residential units. Exterior doors are hollow core metal. One gearless full height elevator is provided.

2. Required Documents Status

Post-Construction Required Documents

Required Document	Status	Date Received	Detail / Comments
Architect's Certificate of Substantial Completion (AIA G704)	Received	8/24/2026	Dated 12/22/2025, exeucted by Sample Architect (architect) and Sample Contractor Representative (GC)
Final punch list from the architect of record (or confirmation that all punch list items have been completed)	Received	8/24/2026	Confirmation of completion letter from Sample Architect Firm dated 7/20/2026 and signed by Sample Architect, AIA
Final Payment Certification (AIA G702/ G703)	Not Provided		Application No. 32 provided. The final AIA showing $0 will not be available at conversion due to the HHAP retainage held.
Final lien waiver from the general contractor	Not Provided		This will not be available at conversion due to the HHAP retainage held.
Release of payment and performance bonds	Not Provided		This will not be available at conversion due to the HHAP retainage held.
Release of bonds required by any governmental authority	N/A		
Final certificate(s) of occupancy	TCO Only	8/24/2026	TCO received dated 8/12/2026. A final C of O is expected in ~4 weeks but not guaranteed given DOB delays.
Reserve analysis (Form 1105 Section VI), if not completed previously or if revisions are recommended	N/A		
Summary of all change orders and an analysis of all material changes (per Section 63.4(c))	Received	8/24/2026	Full log including descriptions and amount was provided.
Contractor's Affidavit of Payment of Debts and Claims (AIA G706)	Received	9/1/2026	Executed by Sample Contractor Representative on 8/26/2026

2. Required Documents Status

Required Document	Status	Date Received	Detail / Comments
Contractor's Affidavit of Release of Liens (AIA G706A)	Received	9/1/2026	Executed by Sample Contractor Representative on 8/26/2026
Consent of Surety to Final Payment (AIA G707)	Not Provided		
Owner's Acceptance Letter	Received	9/1/2026	Letter dated 8/31/2026, signed by Sample Owner Representative
Architect Certification Letter (punch list completion)	Received	8/24/2026	
Recorded Notice of Completion (CA, NV, AZ, UT only)	N/A		
ALTA As-Built Survey	Received	9/1/2026	Dated 8/28/2026, certified to Sample Lender
Evidence of final continuing insurance coverage	Received	8/24/2026	
Building permit(s) and required use permits (fuel oil, generator, etc.)	N/A		

Outstanding Documents Narrative

Final Payment Certificate (G702/G703) Per the developer: The final AIA showing $0 will not be available at conversion due to the HHAP retainage held.
Final Lien Waiver from the Contractor Per the developer: This will not be available at conversion due to the HHAP retainage held.
Release of Payment and Performance Bonds Per the developer: This will not be available at conversion due to the HHAP retainage held.
Final Certificate of Occupancy Per the developer: A final C of O is expected in ~4 weeks but not guaranteed given DOB delays.
Consent of Surety to Final Payment (AIA G707) Explanation not provided

3. Site Visit & Completion

Site Visit Details

Latest Site Visit Date	2025-11-18

Site Visit Narrative

A total of 28 site visits were performed by KOW over the course of construction, including a final site visit on November 18, 2025. At the time of the visit, construction was complete and largely demobilized. Landscaping was being installed at the second floor roof terrace. Minor punch work was finishing. Based on observed activities, KOW does not believe that a new site visit would provide additional detail not contained within this report.

Attendees

In Person
Alex Pena, KOW
Sample Superintendent, Sample General Contractor superintendent
Sample Architect Representative, Sample Architect Firm

Via Zoom
Sample Contractor Representative, Sample General Contractor
Sample Assistant Superintendent, Sample General Contractor assistant superintendent
Sample Project Manager, Sample General Contractor PM
Sample Architect, Sample Architect Firm
Sample Owner Representative, Sample Owner

Weather Conditions	Clear, 66 degrees farenheit

Completion Status

Landscaping materials were being installed at the time of the visit.

Open Violations

There is one active violation associated with the subject building (BIN SAMPLE-BIN) identified on NYC DOB NOW:

- SAMPLE-VIOLATION-001

The violation is for Gas Piping LL152 Cycle 1 sub-cycle C (premises is in Community District 8). No civil penalty is assessed.

Completion Status Narrative

Based on the observed conditions on site, the project is substantially complete.

4. Change Order Status

Change Order Overview

Original Contract Sum	$21,811,000.00
Total Approved Change Orders	$1,146,505.01
Revised Contract Sum	$22,957,505.01
Original Contingency	$1,417,576.00
Contingency Used	$1,141,825.00
Remaining Contingency	$275,751.00
Pending or Potential Change Orders	Reportedly none at this time.

Change Order Log

CO #	Date Signed	Description	Amount	Material?
1		The change is to remove and relocate support of excavation (SOE) piles at the southeast corner of the site. This change is necessary to allow for the revised foundation design that was necessitated by the discovered location of the adjacent property's gas service pipe.	$41,786.89	No
2		The change is for the additional cost for removal of soils beyond the cost of the assumed urban fill. Prior to excavation, a waste characterization test was performed which classified soils as hazardous and therefore the cost to remove soil increased beyond the base scope. 1 of 3.	$114,357.09	No
3		The change is for	$7,695.00	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
		the demolition and removal of a concrete slab that was discovered below the existing parking lot surface during excavation of the site.		
4		The change is for the SOE re-designed due to the high pressure gas line and petroleum tank in close proximity to our initial SOE design.	$37,766.50	No
5		The change is for the redesign reflected on RFI 8 & 9 followed by SOE and Structural PAAs, reflecting addition of Micro piles, lagging, bracing and foundation wall adjustments.	$136,090.45	No
6		The change is for the additional cost for removal of soils beyond the cost of the assumed urban fill. Prior to excavation, a waste characterization test was performed which classified soils as hazardous and therefore the cost to remove soil increased beyond the base scope. 2 of 3.	$32,653.47	No
7		This change is for the additional cost related to the required HVAC changes	$31,481.67	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
		represented in Bulletin 01.		
8		The change is for the additional cost related to the support of excavation and foundation design as required based on the discovery of the adjacent buildings higher than expected footings.	$231,234.28	No
9		The change is for the additional cost for removal of soils beyond the cost of the assumed urban fill. Prior to excavation, a waste characterization test was performed which classified soils as hazardous and therefore the cost to remove soil increased beyond the base scope. 3 of 3.	$16,980.99	No
10		The change is the cost for plumbing revisions made in Bulletin 1 and 2. Bulletin 1 changes reflect additional scope added for irrigation and to provide two water meters, one for residential and one for community facility. Bulletin 2 changes reflect the changes scope required by the change in building layout made due to	$65,519.79	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
		the foundation changes at the east lot line.		
11		The change is the cost for the precast concrete floor manufacturer to remake several of the plank section at the second floor that needed to be remade due to structural support changes required at cellar and first floor levels due to the foundation change at the east lot line.	$20,748.00	No
12		The change is the cost to add a precast concrete vault and adjust the detention tank outlet piping based on site conditions.	$26,816.22	No
13		The change is for the cost to change the ERV located in the laundry room to alternate equipment as needed following the review of coordination drawings submitted by Sample General Contractor.	$4,903.14	No
14		This change is for the cost for the revisions made to the masonry scope based on the revised Cellar and Roof design necessitated by the foundation change included in Bulletin 2.	$14,671.80	No
15		This change is for	$9,751.36	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
		the cost for the cost to provide stell T sections and angles at additional support locations for the Fero Fast Bracket offset brick relieving angle system.		
16		This change is for the removal of the concrete topping at the 2nd floor terrace. Installer advised the concrete topping is not necessary and a full varranty will be provided. This is a credit.	$-18,810.00	No
17		The change is to provide additional fire alarm devices required for the building HVAC system	$7,182.00	No
18		The change is to change the specified mailbox model from the original 10 box units to 9 box units based on direction from USPS that the 10 box unit is no longer compliant with USPS standards.	$1,835.40	No
19		The charge for the storage of windows was necessary due to the delay in progress once the depth of the foundation for the adjacent building located at the adjacent property was discovered.	$10,168.80	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
20		This change is for the rental and operation of a temporary generator to be used on site while the project waits for ConEd to provide permanent power.	$10,072.59	No
21		This change includes the additonal piping, insulation, firestopping and valves for the RPZ installed at the Roof level as required to provide a water connection to the refuse chute washdown system.	$5,130.00	No
22		This change includes the additonal metal stud support wall at the adjacnet buildings exposed foundation wall. This change was revealed upon excavating the existing building foundation for the construction of the sloped driveway and discovery of the existing condition.	$15,828.90	No
23		This change includes the added smoke purge damper required by FDNY during their Fire Alarm inspection.	$15,723.01	No
24		This change includes the added electric heaters added to the project with the issuance of	$12,084.00	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
		Bulletin 1.		
25		This change includes the property line service box required by the ConEd site inspector.	$9,120.00	No
26		This change includes the additional work to provide the chimney extension for the adjacent building at the adjacent property.	$47,823.00	No
27		This change includes the moving of kitchen electrical outlets as directed by the accessibility consultant during construction site inspetions to comply with accessibility requirements.	$8,456.23	No
28		This change includes additional labor and material to upgrade the heating and cooling VRF system to allow for monitoring and billing of the air conditioning usage to the apartment tenants	$54,650.00	No
29		This change includes the additional general conditions provided due to the extended schedule based on the delay created when the foundation of the building along the eastern property line required redesign.	$175,505.43	No

4. Change Order Status

CO #	Date Signed	Description	Amount	Material?
30		This change includes a credit for the sink that was not installed in the laundry room. This is a credit.	$-721.00	No
Total			**$1,146,505.01**	

Material Change Order Analysis (Guide 63.4(c))

No material change orders were identified; no single line item reduced the construction contract by more than $100,000 or 2% of total construction costs, and no change significantly affected the scope, quality, marketability, income potential, or long-term viability of the Property.

A material change order involves any change that contains one or more single line items that reduce the construction contract by more than $100,000 or two percent of total construction costs, whichever is less, or that significantly affects the scope or quality of the Property, its marketability, its income potential or its long-term viability (Guide Section 63.4(c)).

5. Property Inspection & Evaluation

Building Systems

Component	Description	Condition	Comments
Site Work (drainage, paving, accessibility, lighting, landscaping, signage, refuse, fencing)	The subject building occupies the majority of the property. A small parking area is provided at the subject building. A second floor landscaped roof terrace is provided.	Good	None at this time.
Roofing (material, parapets, drains, gutters, flashing, skylights)	A flat roof with a membrane roofing system is provided. Roofs are sloped to roof drains with internal leaders.	Good	None at this time.
Building Facades (cladding, windows, doors, sealants, water penetration)	Building facades include brick and EIFS/stucco. Aluminum storefronts are provided at main entries with hollow metal doors at secondary entries.	Good	None at this time.
Structure (foundation, framing, balconies, exterior stairs)	The building is supported on a shallow concrete foundation with CMU block wall and concrete plank superstructure.	Good	None at this time.
HVAC Systems (heating, cooling, ventilation, capacity)	Heating and cooling is provided by split systems including interior wall mounted AHUs and exterior heat pumps. Systems are by LG.	Good	None at this time.
Plumbing (fixtures, supply/waste piping materials, domestic hot water)	Water entry is located at a closet with an RPZ backflow preventer. A triplex domestic water booster pump is provided for added water pressure. Hot water is provided by a central plant consisting of (3) air-source heat pump water heaters. Sump pumps are located at elevator pits and a sewage ejector pit. Domestic water piping is copper.	Good	None at this time.
Electrical (service capacity, distribution,	The building is provided with electrical service at a	Good	None at this time.

5. Property Inspection & Evaluation

Component	Description	Condition	Comments
fixtures, emergency power, unit amperage)	main electrical room. Units are submetered. Lighting throughout is LED.		
Elevators (number/type, cab, controls, inspection certifications)	A full height gearless elevator is provided.	Good	None at this time.
Amenities (pool, fitness, sports courts, playground, community rooms)	A community clinic is provided at the first floor. The second floor provides a community room and roof terrace.	Good	None at this time.
Safety & Warning Devices (sprinklers, fire alarm, security, smoke/CO detectors)	The building is equipped with full sprinkler coverage and an associated fire alarm system.	Good	None at this time.
Dwelling Units & Building Interior (finishes, common spaces, kitchens, baths, in-unit systems)	Unit finishes generally include LVT or tile flooring with painted gyp board walls and ceilings.	Good	None at this time.
Accessibility Features (ADA / Fair Housing)	The building appears to generally meet applicable accessibility requirements including paths of travel and accessible unit counts.	Good	None at this time.

Inspection Narrative / Concerns

The subject property is a new construction development. At the time of our most recent visit, construction was complete and demobilized. Overall building condition was observed to be good / new.

6. Problematic Materials

Known Problematic Materials

Item	Present?	Details / Comments
Fire Retardant Treated Plywood (FRTP) Roof Sheathing	None Identified	
Compressed Wood or Composite Board Siding	None Identified	
Exterior Insulation Finish Systems (EIFS)	Yes — see comments	EIFS was utilized in select areas. EIFS is new and in good condition.
Chinese-Manufactured Drywall	None Identified	
Unit Electrical Amperage Below 60 Amperes	None Identified	
Aluminum Branch Wiring	None Identified	
Electrical Overload Protection — Non-Tamper-Proof Fuses (Fused Subpanels)	None Identified	
Federal Pacific Electric (Stab-Lok) Panels and Circuit Breakers	None Identified	
Zinsco or GTE-Sylvania Panels	None Identified	
Challenger Electrical Panels	None Identified	
Bulldog and ITE-Pushmatic Circuit Breakers and Electrical Panels	None Identified	
ABS Sanitary Lines	None Identified	
Polybutylene Water Distribution Lines	None Identified	
Galvanized Steel Water Distribution Lines	None Identified	
Omega Brand or Central Sprinkler Company Fire Sprinkler Heads	None Identified	
Cadet Brand Electric In-Wall Heaters	None Identified	
HVAC Equipment with R-22 Refrigerant	None Identified	
GE or Hot Point Brand Dishwashers (1983–1989)	None Identified	
Fiberboard Exterior Siding	None Identified	
Edison Base / T-Type Fuses	None Identified	
T-111 Siding	None Identified	
Other Recalled Products	None Identified	

7. Moisture, Insects & Other Findings

Moisture & Mold Assessment (62.5(d))

Evaluation Item	Finding
Visual or olfactory evidence of moisture or Mold in inspected areas?	No
Property staff report past/current water intrusion, potentially damaging leaks or Mold?	No
Tenant complaints regarding health problems, musty odors, water intrusion or leaks?	No
Areas where water intrusion or leaks were reported inspected?	No
Building components typically associated with water intrusion inspected?	No
Defective building conditions likely to lead to future water intrusion or leaks identified?	No
If Mold found: cause identified?	N/A

Moisture / Mold Narrative

No observable evidence of moisture, mold, or related deterioration was noted.

Wood-Damaging Insects (62.5(e))

Observable evidence of wood-damaging insects?	No
Observable deterioration due to wood-damaging insects?	No
Property staff report past or current wood-damaging insect issues?	No

Findings

No observable evidence of wood-damaging insects or related deterioration was noted.

Construction Monitoring Findings Resolution (63.5(c))

No material findings requiring resolution were identified during construction monitoring.

7. Moisture, Insects & Other Findings

Unusual Risks (63.5(c))

No unusual risks with the Property or its operations were identified.

Seismic Risk Factors (62.5(a)(13))

Property located in an Elevated Seismic Hazard Region (applicable requirements?	No
Seismic Risk Assessment (SRA) required?	No
Form 1102 (Seismic Risk Assessment Summary) completed?	N/A

Comments

According to the USGS Unified Hazard Tool, the site has a PGA value of 0.0439, which is less than the 0.15 typically required for a seismic analysis.

8. Post-Construction Checklist

Post-Construction Checklist by Our Office

Item	Answer	Detail / Exceptions
The project was completed substantially in conformance with the plans and specifications included in the full underwriting package submitted to the lender prior to the issuance of the commitment	Yes	
The quality and workmanship is acceptable	Yes	
The project is substantially in compliance with all applicable federal, State and local laws, ordinances and codes related to zoning, subdivision and use, building and housing accessibility (including the Americans with Disabilities and Fair Housing Acts), health matters and fire safety	Yes	
Certificates of occupancy and any other required permits were issued	Yes	TCO only
Either no deferred maintenance or life safety hazards were observed; or, if such observations are made, identification of the cost to cure each deferred maintenance or life safety hazard	Yes	
For a Forward Commitment, the pre-construction reserve analysis is still valid, or an updated reserve table has been provided	N/A	
Evidence of the final approval by Governmental Authority of the Improvements in their entirety for operation, to the extent any such approval is a condition of the lawful use of the Improvements (including a temporary or permanent certificate of occupancy)	Yes	
Certifications from Borrower and Servicer's Construction Consultant that the Improvements have been completed substantially in accordance with the Plans for not more than the sum set forth in the Budget approved by the Lender, and	Yes	

8. Post-Construction Checklist

Item	Answer	Detail / Exceptions
that the Subcontractors and General Contractor have complied in all material respects with the terms of the respective Subcontracts and the Construction Contract		
Certification from Borrower's Architect that the Improvements have been completed substantially in accordance with the Plans for not more than the sum set forth in the Budget approved by the Lender	Yes	
Is the conversion assumed to be within 6 months of the date of this report?	Yes	

9. Certificate of Occupancy Log

Certificate of Occupancy Log — issued by NYC Department of Buildings (all copies included in the Appendix)

Building	SF	Units	Issue Date	CO #
100 Example Avenue (TCO only)		44	2026-08-12	SAMPLE-TCO-001
Total	**0**	**44**		

10. Finish & Appliance Packages

Finish Package

Unit finishes include porcelain tile (bathrooms) or LVT (elsewhere) flooring, wood wall bases, and painted gyp board walls and ceilings.

Common area finishes include porcelain tile, sealed concrete, and LVT (community room only) flooring, wood or vinyl wall base, painted gyp board or ceramic tile walls, and painted gyp board or open to structure ceilings.

Appliance Package

Unit appliance package includes stainless steel refrigerators, electric ranges, and range hoods. Refrigerators are by Frigidaire, electric ranges are by GE.

11. Limiting Conditions

Limiting Conditions

In taking action on the application for Payment, KOW Building Consultants has relied upon the accuracy and completeness of the information furnished by the Contractor/Borrower and shall not be deemed to represent that we have made a detailed examination, audit or arithmetic verification of the documentation submitted or other supporting data or that we have made exhaustive continuous on-site inspections or that we have made examinations to ascertain how or for what purpose the Contractor/Borrower has used the amounts previously paid on account of the Contract. Generally speaking, our office opines on a proposed or "pencil" requisition and is involved in agreeing to the requesting numbers which is used to generate the revised and signed version.
Any and all reports, certifications and recommendations have been provided with reasonable skill and care and may be relied upon by you in connection with the Construction Loan but they are not to be relied upon by any other party or for any other purpose. No warranties or guarantees are made; no estimates of probable construction costs are given, or any cost estimate not being exceeded; no services are provided about commingling of or inability or failure to safeguard funds; no services have been rendered as an Architect and/or Engineer.

Appendix

1. Source exhibits contain client-identifying information and are omitted from this illustrative sample.

Unit Breakdown & Unit Mix

Building Unit Breakdown

Building	Unit Bed Type	No. of Units	SF per Unit	Total SF
Sample Urban Apartments	Studio	4	388	1,552
	Studio	1	400	400
	Studio	1	367	367
	Studio	1	366	366
	Studio	3	353	1,059
	Studio	4	386	1,544
	Studio	4	384	1,536
	Studio	1	354	354
	Studio	1	360	360
	Studio	3	354	1,062
	Studio	2	399	798
	Studio	1	400	400
	1-Bedroom	1	551	551
	1-Bedroom	1	551	551
	1-Bedroom	3	553	1,659
	1-Bedroom	1	599	599
	1-Bedroom	1	551	551
	1-Bedroom	1	599	599
	1-Bedroom	2	599	1,198
	2-bedroom	1	733	733
	2-bedroom	2	712	1,424
	2-bedroom	4	701	2,804
	2-bedroom	1	733	733
Sample Urban Apartments Total		**44**		**21,200**
Grand Total		**44**		**21,200**

Unit Mix with Areas (net SF)

Bed Size	Unit No.	Net SF	Gross SF
Studio	210	388	388
Studio	311	388	388
Studio	411	388	388
Studio	511	388	388

Unit Breakdown & Unit Mix

Bed Size	Unit No.	Net SF	Gross SF
Studio	310	400	400
Studio	208	367	367
Studio	207	366	366
Studio	205	353	353
Studio	307	353	353
Studio	407	353	353
Studio	203	386	386
Studio	303	386	386
Studio	403	386	386
Studio	503	386	386
Studio	202	384	384
Studio	302	384	384
Studio	402	384	384
Studio	502	384	384
Studio	505	354	354
Studio	504	360	360
Studio	305	354	354
Studio	405	354	354
Studio	506	354	354
Studio	209	399	399
Studio	510	399	399
Studio	410	400	400
1-Bedroom	509	551	551
1-Bedroom	508	551	551
1-Bedroom	206	553	553
1-Bedroom	308	553	553
1-Bedroom	408	553	553
1-Bedroom	507	599	599
1-Bedroom	101	551	551
1-Bedroom	306	599	599
1-Bedroom	204	599	599
1-Bedroom	406	599	599
2-bedroom	409	733	733
2-bedroom	304	712	712
2-bedroom	404	712	712
2-bedroom	201	701	701

Unit Breakdown & Unit Mix

Bed Size	Unit No.	Net SF	Gross SF
2-bedroom	301	701	701
2-bedroom	401	701	701
2-bedroom	501	701	701
2-bedroom	309	733	733
Total (44 units)		**21,200**	**21,200**