Remodel closeout and final-payment record

Reconcile the signed total, unfinished work, official approvals when applicable, and every document or handover item before recording the project as closed.

Project / property	Contractor	Agreement date	Closeout review date

1. Reconcile the current signed total

Use signed documents and payment records. Do not add verbal requests or unapproved estimates to the current total.

Ledger line	Document / date	Added	Credit	Current total
Original signed total		$	$	$
Approved change order		$	$	$
Approved allowance adjustment		$	$	$
Other signed adjustment		$	$	$
CURRENT SIGNED TOTAL		$	$	$

Payment reconciliation	Amount
Payments recorded to date	$
Credits / refunds not above	$
Unpaid ledger balance	**$**

Arithmetic check: Current signed total - recorded payments - applicable credits = unpaid ledger balance.

Open money question	Owner	Next evidence / answer	Due

2. Build the dated punch list

Describe observable results by room or area. Keep agreed corrections separate from disputed work and new owner requests.

#	Room / location	Expected result and current condition	Owner / target	Status / evidence
1				
2				
3				
4				
5				
6				
7				
8				

Walkthrough status

Item	Recorded status / date
Walkthrough completed	
Agreed corrections completed	
Disputed items documented	
New work separated from punch list	
Homeowner recheck completed	

3. Collect the records the finished room cannot show

Record actual status. Scheduled, requested, and submitted are not the same as approved, received, or complete.

Record / handover item	Required?	Status	Source / document	Date
Final permit / inspection record				
Certificate or approval, if applicable				
Product warranties				
Workmanship warranty				
Manuals and model numbers				
Receipts or purchase records, if agreed				
Keys and access codes				
Labeled leftover materials / finish schedule				
Agreed project photos				
Lien-related records identified by counsel				

Open record or approval question

Question	Who can answer	Next action	Due

4. Record readiness - do not invent certainty

This page documents the homeowner's review. The signed agreement and applicable law control payment rights and obligations.

Decision area	Ready	Not ready	Not applicable	Evidence / exception
Current signed total reconciled				
Payments and credits reconciled				
Punch-list status recorded				
Required final approval status recorded				
Warranties and product records received				
Keys, codes, materials, and photos transferred				
Contract final-payment trigger reviewed				
Legal / lien questions referred when needed				

Recorded closeout decision

Decision	Reason / controlling document	Next owner	Next review date

Important boundary

This educational record does not inspect or approve work, certify completion, determine whether money is legally due or may be withheld, interpret a contract, resolve a dispute, verify a permit or inspection, or advise on construction liens or waivers. Confirm the actual agreement and official records. Ask a qualified Michigan professional about legal rights, lien documents, disputed work, or payment obligations.

HomeScope Guide | homescopeguide.com/learn/remodel-closeout-final-payment-checklist | Original model-free worksheet | Reviewed August 31, 2026