

September 27, 2024
Our File No.: C-CAP-00-GH-02

VIA: E-MAIL mtambiloc@ritestart.ca

Moira Tambiloc
Ritestart Limited
4475 N Service Road, 5th Floor, Suite 500
Burlington, ON L7L 4X7

Dear Moira Tambiloc:

**Re: Certificate Of Substantial Performance
Guelph Office ABW Fit Up
Guelph, ON**

Please find enclosed a copy of the certificate of substantial performance (Form 9) for the above noted project. Please arrange for publication in a construction trade newspaper as per Ontario Reg. 304/18 within seven days of receipt of this letter and send proof of publication once it is received.

Along with proof of publication, submit an application for payment of the lien holdback amount, an up to date WSIB certificate, an up to date Statutory Declaration, and updated proof of insurance for the warranty period along with any other documentation noted in the Contract Documents.

Best Regards,

J.L. RICHARDS & ASSOCIATES LIMITED

Patrick Gehling, OAA
Architect

PG:ad

FORM 9
CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE
CONTRACT UNDER SECTION 32 OF THE ACT

Construction Act

.....
(County/District/Regional Municipality/Town/City in which premises are situated)

.....
(street address and city, town, etc., or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

.....
(short description of the improvement)

to the above premises was substantially performed on
(date substantially performed)

Date certificate signed:

.....
(payment certifier where there is one)

.....
(owner and contractor, where there is no payment certifier)

Name of owner:

Address for service:

Name of contractor:

Address for service:

Name of payment certifier (where applicable):

Address:

(Use A or B, whichever is appropriate)

☐ A. Identification of premises for preservation of liens:

.....
(if a lien attaches to the premises, a legal description of the premises,
including all property identifier numbers and addresses for the premises)

☐ B. Office to which claim for lien must be given to preserve lien:

.....
(if the lien does not attach to the premises, a concise description of the premises, including addresses,
and the name and address of the person or body to whom the claim for lien must be given)