



University of Missouri System

(date)

(contractor)

(address)

(City, State ZIP)

RE: # (project #, description)  
Certificate of Partial Occupancy  
University of Missouri - campus

Dear (name):

In accordance with the General Conditions in the specifications and the contract relating to the project referenced above, The Curators of the University of Missouri are accepting for **Partial Occupancy**, (time), (date).

It is understood that the acceptance of the project as substantially complete does not relieve you from your obligation to complete and correct all items on the consultant's punch list and the requirements of the drawings and specifications as modified by change orders relating to the project and all other provisions of your contract, including all guarantees, etc., but you will be relieved as of the above date of control, supervision and care of the project.

PLEASE CONFIRM RECEIPT OF THIS ACKNOWLEDGEMENT OF SUBSTANTIAL COMPLETION BY RETURNING A SIGNED COPY TO name AT THIS OFFICE OR E-MAIL TO insert e:mail address.

**THE CURATORS OF THE UNIVERSITY OF MISSOURI**

By: \_\_\_\_\_  
Name  
Title

**ACKNOWLEDGMENT**

By: \_\_\_\_\_  
Name  
Title