

Builder Document Collection and Retention Checklist

All documents and computer files must be retained off-site or the Statute of Limitations

- Land use and entitlement documents
- Project land acquisition documents
- Project financing documents
- Project entity formation and operations documents
- Project design professional's information
- Design professional's and consultants contract files
- Plans, specifications and drawings
- City records
- Recorded notices of completion
- Subcontractor and suppliers contract files, maintained on a per-project basis
- Other project consultants' information
- Peer reviews (pre-qualification) and construction QC consultants
- Builder staff information
- Construction diaries, daily logs, photos and meeting notes
- Project configuration and construction scheduling documents
- Common area turnover documents
- HOA documents
- Individual buyer files
- A copy of right to repair procedures specific to State requirements
- Homeowner Maintenance Manual(s)
- Customer service / warranty documentation including financial expenditures
- Sales and marketing materials

IMPORTANT: *Paladin Risk Management, Ltd. is a risk management consultancy company and the information it provides should not be interpreted as insurance, coverage, or legal advice. The information provided should be interpreted in line with insurance and legal methodologies as they relate to your business practices and/or procedural guidelines.*

