Architect certificate to invoice

Seven checks before you bill. These are the errors that come back as reversals, credit notes and a fresh 30 day clock.

> **Why this sheet exists.** Under the prescribed SPA, every notice requesting a progress payment must be supported by a certificate signed by the developer's architect or engineer in charge. Where that notice is incomplete or does not comply, the developer is not entitled to impose late payment charges on that instalment. A sloppy billing does not just create rework. It forfeits the charge.

THE SEVEN CHECKS

01 **Signatory.** Signed by the developer's architect or engineer in charge of the housing development. A certificate from the contractor, the project manager or any other consultant is not a valid progress claim certificate.

02 **Reference and date.** Certificate reference number and issue date recorded against the billing. If you cannot produce them on demand, you cannot defend the billing.

03 **Stage match.** The certified stage matches the stage number and description in that unit's payment schedule. Contractor claim numbers and Third Schedule stage numbers are different things.

04 **Unit list.** Every unit in the billing run appears on the certificate. Units sold mid-progress need their earlier certified stages billed too, and those are the ones that get missed.

05 **SPA status.** The e-SPA is signed and stamped, with the stamp certificate on file against the unit. Bill stamped units only unless there is a documented and approved reason.

06 **Differential sum.** On loan-financed units, confirmed settled, with the confirmation of settlement letter issued to the end financier's solicitor. No confirmation means no drawdown.

07 **Buyer TIN.** Validated before submission. A missing TIN blocks the e-Invoice, and a blocked e-Invoice holds the whole stage.

What a missing or invalid certificate costs you

- No late payment charge on that instalment, because the notice does not comply.
- The Housing Development Account withdrawal for that stage is not supportable. Every withdrawal must be supported by an architect's certificate.
- The end financier has nothing to disburse against, so the stage is simply not funded.
- Wrong stage or wrong unit means credit note, re-billing, and a brand new 30 day payment clock.

Record these four fields, every time

- Certificate reference number as issued by the architect.
- Certificate date, which is the certification date, not the date it reached your desk.
- Stage number and description exactly as they appear in the payment schedule.
- Affected units, as a list attached to the certificate record rather than typed into the billing.

If the certificate arrives on paper, log it the same day. The gap between the site team receiving it and credit admin seeing it is where the money goes.

FORWARD THIS UP

→ Late payment charges are only enforceable where the progress claim notice complies with the SPA. Non-compliant billings quietly write off charge income we are entitled to.

→ The architect's certificate gates three things at once: the billing, the bank drawdown, and the Housing Development Account withdrawal. One document, three cash consequences.

→ Certificate-to-invoice lag is measurable. If nobody owns that number, nobody is managing it.