

PRACTICE BULLETIN: Project Succession Notification Checklist

PREAMBLE: The sole purpose of this Checklist is to assist the Successor Architect in providing notification of Project Succession for an Architect who is unable to continue work on the Project due to illness, death or other extenuating circumstances.

Please provide the following information:

- Name and location of the Project:

- Detailed description and circumstances surrounding the project including the following:
 - Owner's Name, Address, Email
 - Current Architect's Name, Address, Email
 - Current status/progress

- Notification letter from Architect taking over the project, including the work plan to ensure full design review and revision of the architectural work completed to date, as well as an outline of the scope of work going forward.

- Notification letter from the Owner identifying the Architect proposed to take over the project and the former Architect has been paid or estate been settled.