

CEDARBRIDGE INSURANCE (SAMPLE)

Inspection follow-up response

Alderstone Property Group

120 Example Avenue, Calgary, AB

CARRIER / POLICY

Example Mutual

CP-20481

CASE / PREPARED

CS-2026-0174 | Version 1

Sep 8, 2026

NOTICE / RESPONSE DEADLINE

Aug 29, 2026 / Sep 18, 2026

PREPARED BY / CLIENT CONTACT

Jordan Ellis

Taylor Morgan

02

Items included

01

Outstanding items

01

Previously accepted

PARTIAL RESPONSE

The handrail repairs and contractor invoice are included. The electrical service record will follow after the scheduled inspection on September 12.

Response at a glance

01 Repair the stair handrail Notice 3.1 / Due Sep 18, 2026	Evidence included
02 Provide the contractor's invoice Notice 3.2 / Due Sep 18, 2026	Evidence included
03 Electrical service record Notice 3.3 / Due Sep 18, 2026 Extension requested to Sep 22, 2026	Outstanding
04 Keep the emergency exit clear Notice 3.4 / Due Sep 18, 2026	Previously accepted

Agency review is separate from the carrier decision. This packet does not confirm coverage or renewal.

ITEM 01 / NOTICE 3.1

Repair the stair handrail

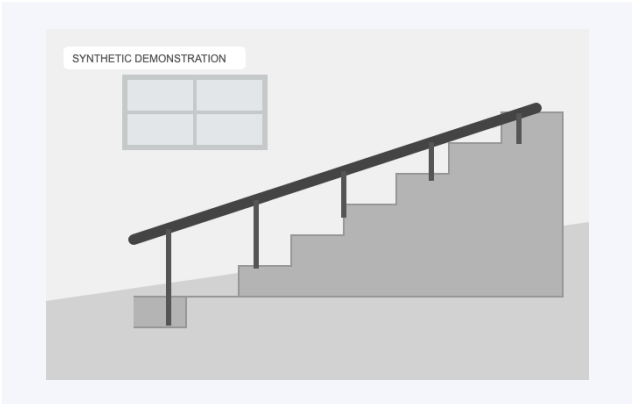
Reviewed evidence included

2 attachments | Due Sep 18, 2026

WHAT WAS REQUESTED

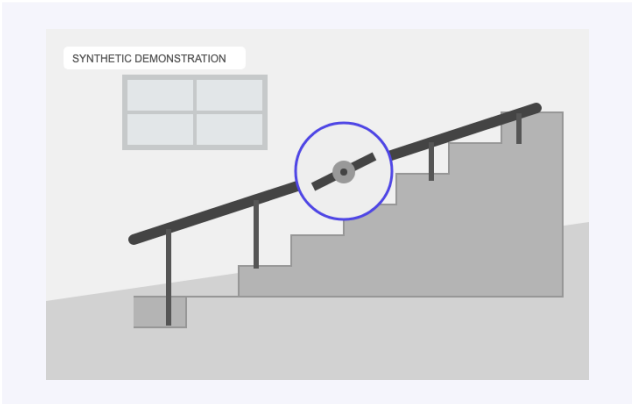
Send one photo showing the full repaired handrail and a second close-up showing the wall fixing.

Completed handrail repair - 2 photos

A synthetic demonstration image showing a full view of a repaired stair handrail. The handrail is a dark, cylindrical tube mounted on a wall with several vertical brackets. The stairs are grey and lead up to the right. A window with four panes is visible on the wall above the stairs. The text 'SYNTHETIC DEMONSTRATION' is in the top left corner.

item-01-completed-handrail-repair-01.png

9 KB / File 01

A synthetic demonstration image showing a close-up of the wall fixing for the stair handrail. A blue circle highlights the bracket where the handrail is attached to the wall. The background shows the same stair and wall as the first image. The text 'SYNTHETIC DEMONSTRATION' is in the top left corner.

item-01-completed-handrail-repair-02.png

14 KB / File 02

ITEM 02 / NOTICE 3.2

Provide the contractor’s invoice

Reviewed evidence included

1 attachment | Due Sep 18, 2026

WHAT WAS REQUESTED

Provide the contractor’s invoice confirming the handrail repair was completed.

Contractor invoice - 1 document

SAMPLE - FICTIONAL DATA

Northfield Repair Services

CONTRACTOR INVOICE

Invoice EX-1042 | September 7, 2026

Bill to: Alderstone Property Group

120 Example Avenue, Calgary, AB

Stair handrail repair

Replaced loose wall fixings and secured the handrail along the full flight of stairs.

Work completed: September 7, 2026

Total paid: CAD 650.00

Demonstration document only.

item-02-contractor-invoice-01.pdf

2 KB / File 01

PACKET CONTENTS

Attachment index

3 files included. Names follow the checklist items; original file contents are preserved.

item-01-completed-handrail-repair-01.png Repair the stair handrail / Completed handrail repair attachments/item-01/item-01-completed-handrail-repair-01.png SHA-256 9f691040568b09557d0a1ce811109cbb679654e28163b7c1d1056bc61ec267cd
item-01-completed-handrail-repair-02.png Repair the stair handrail / Completed handrail repair attachments/item-01/item-01-completed-handrail-repair-02.png SHA-256 c1d53aa0ae1e34c3b2c49298debee356361ff650e79678f4c65a18405eac6951
item-02-contractor-invoice-01.pdf Provide the contractor's invoice / Contractor invoice attachments/item-02/item-02-contractor-invoice-01.pdf SHA-256 e38255703779bcc0371cb628c361342cfeb28ba11d0150f02c359d5b35470c68

The attachment index identifies the exact files reviewed for this response. Any outstanding items remain open until the agency records the carrier's response.