Maine State Housing Authority (MaineHousing)
2016 HOME REPAIR PROGRAM

PHASE 1 - DOCUMENT CHECKLIST

Applicant/Owner: _____ **CAA:** _____
First MI Last CAA Name

Property: _____
Street City State Zip

Project Type: Home Repair ☐ Elderly Set-Aside ☐ Emergency Set-Aside ☐
Weatherization ☐ Lead Abatement ☐ Emergency Drought ☐

File Section	Copies to MSHA	Retain Originals in File	Reviewed by MSHA Date/Initial	Notes
FILE SECTION 1 (Applicant/Property Documents)				
Home Repair Program Application	X	X		
Proof of Income and Assets (see guide and application)	X	X		
Proof of Ownership (Property Deed, Bill of Sale if mobile home)	X	X		
Property Tax Report /Tax Bill showing current liabilities	X	X		
Copy of Flood Insurance Binder (if applicable)	X	X		
Drought Relief Emergency Self Certification (if applicable)	X	X		
Grant Agreement	X	X		
Copy of Income Limits Used to Determine Eligibility		X		
Applicant Affidavit		X		
Statement of Release		X		
Notice of Preliminary Approval		X		
Release and Hold Harmless		X		
FILE SECTION 2 (Invoices, Checklists, Waivers)				
Phase 1 MaineHousing Invoice	X	X		
Phase 1 Document Checklist	X	X		
Waivers	X	X		
FILE SECTION 3 (Contractor Documents)				
Construction Escrow Agreement	X	X		
Construction Contract	X	X		
Job Specifications (Appendix A to Contract)	X	X		
Final Job Specifications Form	X	X		
Change Order(s)	X	X		
Septic System Design (if applicable)	X	X		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)				
Cost Reasonableness & Bid Tabulation		X		
Individual Project Outline		X		
Property Inspection Form (WSD Standards)	X	X		
Energy Audit (if applicable)	X	X		
FILE SECTION 5 (Other Compliance)				
Floodplain Map (if applicable)	X	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)				
Digital color photographs (multiple of interior and exterior)	X	X		
Correspondence		X		

CAA certifies that it has retained and organized the above-referenced documents in a file for auditing by MaineHousing.

_____ _____
CAA Representative Signature Date

_____
CAA Representative Name