Maine State Housing Authority (MaineHousing)
2016 HOME REPAIR PROGRAM

PHASE 2 - 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)				
NA				
FILE SECTION 2 (Invoices, Checklists, Waivers)				
Phase 2 MaineHousing Invoice	X	X		
Phase 2 Document Checklist	X	X		
Waivers	X	X		
FILE SECTION 3 (Contractor Documents)				
Change Order	X	X		
Contractors Payment Request (with invoices)	X	X		
Certificate and Release of Liens	X	X		
Certificate of Final Inspection	X	X		
Final Septic Inspection and Sign-off by Code Enforcement (if	X	X		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)				
Summary & Lead Paint Hazard Info Form	X	X		
FILE SECTION 5 (Federal & State Compliance)				
Lead Dust Wipe sample report (if applicable)	X	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)				
Digital color photographs (multiple of interior and exterior)	X	X		
Correspondence				

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