

HOME RETRO PROGRAM  
**PHASE 1 - DOCUMENT CHECKLIST  
 FOR TENANT APPLICANTS**

Tenant: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_  
 Property: \_\_\_\_\_

	Copies to MSHA	Reviewed by MSHA Date/Initial	Notes
<b>FILE SECTION 1 (Applicant/Property Documents)</b>			
Home Retro Application (Exhibit A)	X		
Application for Property Owners and Tenants (Exhibit B)	X		
Proof of Income (3 months of paystubs, 3 months of bank statements)	X		
Proof of Ownership (Property Deed, bill of sale)	X		
Property Tax Report (Tax Bill)	X		
Homeowners Insurance (current policy if available)	X		
Grant Agreement for Property Owner and Tenant Applicants (Exhibit L)	X		
<b>FILE SECTION 2 (Invoices, Checklists, Waivers)</b>			
Phase 1 Home Retro Invoice	X		
Phase 1 Document Checklist	X		
Waivers	X		
<b>FILE SECTION 3 (Contractor Documents)</b>			
Construction Escrow Agreement (Exhibit G)	X		
Construction Contract (Exhibit F)	X		
Job Specifications (Appendix A to Contract)	X		
Change Orders	X		
<b>FILE SECTION 4 (Estimates, Bids)</b>			
Bid Tabulation Sheet	X		
Contractor Job Proposals (Contractor Bids)	X		
Declaration of Refusal to Bid Form (if applicable)	X		
<b>FILE SECTION 6 (Photos, Correspondence, Misc.)</b>			
Digital color photographs	X		
Notes, Correspondence	X		

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

\_\_\_\_\_  
 Alpha One Representative Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Alpha One Representative Name