

HOME RETRO PROGRAM
**PHASE 2 - DOCUMENT CHECKLIST
 FOR TENANT APPLICANTS**

Tenant: _____
 Property Owner: _____
 Property: _____

	Copies to MSHA	Reviewed by MSHA Date/Initial	Notes
FILE SECTION 2 (Invoices, Checklists, Waivers)			
Phase 2 Home Retro Invoice	X		
Phase 2 Document Checklist	X		
Waivers	X		
FILE SECTION 3 (Contractor Documents)			
Change Order	X		
Contractors Payment Request <i>(with Contractor invoices)</i>	X		
Certificate and Release of Liens	X		
Certificate of Final Inspection	X		
Construction Progress Reports	X		
Copy of Building Permit <i>(if applicable)</i>	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)			
Digital color photographs	X		
Notes, Correspondence	X		

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

 Alpha One Representative Signature

 Date

 Alpha One Representative Name