

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

**Applicant:** \_\_\_\_\_

**Property:** \_\_\_\_\_

	Copies to MSHA	Reviewed by MSHA Date/Initial	Notes
<b>FILE SECTION 1 (Applicant/Property Documents)</b>			
Home Retro Application (Exhibit A)	X		
Proof of Income ( <i>3 months of paystubs, 3 months of bank statements</i> )	X		
Proof of Ownership ( <i>Property Deed, bill of sale</i> )	X		
Property Tax Report ( <i>Tax Bill</i> )	X		
Homeowners Insurance ( <i>current policy if available</i> )	X		
Grant Agreement (Exhibit C)	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 ( <i>Contractor Bids</i> )	X		
Declaration of Refusal to Bid Form ( <i>if applicable</i> )	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