

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

DOCUMENT CHECKLIST - MULTI-FAMILY LOAN SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

PHASE 1	CAA DOCUMENT SOURCE
FILE SECTION 1 (<i>Owner</i>)	
Applicant-Owner Application (including Applicant Information Form)	Appendix A
Applicant Affidavit	Appendix A
Authorization to Release Information (Owner)	Appendix E
Children Under 6 Years Old Visiting Certification	Appendix
Proof of Ownership (Property Deed and/or tax bill)	Borrower
Proof of Insurance (homeowners insurance information)	Borrower
Good Faith Estimate	Appendix D
Merchant's Report	CAA
FILE SECTION 2 (<i>Tenants & Invoice</i>)	
Phase 1 Billing Invoice	Appendix 1-A
Phase 1 Multifamily Checklist for Loan Documentation	Appendix U
Waivers (if applicable)	Appendix K
Tenant Application and Information Form (including Tenant Blood Testing Release Form, if applicable)	Appendix B
FILE SECTION 4 (<i>Bids, Reports, Designs & Plans</i>)	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan (<i>including Addendums</i>)	Exhibit C
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
FILE SECTION 5 (<i>Fed & State Compliance</i>)	
Environmental Review with supporting documentation (<i>Submit to MH prior to loan closing</i>)	Appendix F
FILE SECTION 6 (<i>Photos, Correspondence</i>)	
Colored Photo(s) (pre-project)	CAA
Correspondence	CAA

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name