

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 3	CAA DOCUMENT SOURCE
FILE SECTION 1 (<i>Owner</i>)	
Recorded Assignment of Mortgage and Mortgage Deed	CAA
FILE SECTION 2 (<i>Tenants & Invoices</i>)	
Phase 3 Billing Invoice	Appendix I-A
Phase 3 Multifamily Checklist for Loan Documentation	Appendix U
Relocation Change Order (<i>if applicable</i>)	Appendix O
FILE SECTION 3 (<i>Contractor</i>)	
Pre-Construction Report	Appendix M
Contractor Payment Request(s) including invoices	Appendix I-C
Certificate and Release of Liens	Appendix I-B
Certificate of Final Inspection	Appendix Q
Change Order (<i>if applicable</i>)	Appendix N
FILE SECTION 5 (<i>Fed & State Compliance</i>)	
DEP Notification	Contractor
Dust Wipe Clearance Results	CAA
HUD Required Section 3 Verification Data Form	Appendix R3
HUD Quarterly Report: Supplemental Information Worksheet	Appendix T
Lead Paint Plus Essential Maintenance Practice Plan	Appendix R
Letter of Lead Hazard Reduction Compliance	Appendix P
Occupant Protection Plan	Contractor
Healthy Homes HHS Assessment Report (<i>if applicable</i>)	CAA
Healthy Homes Intervention Contractor Payment Request Form (<i>if applicable</i>)	Appendix HH-3
Healthy Homes Intervention Certificate and Release of Liens (<i>if applicable</i>)	Appendix HH-4
Healthy Homes Intervention Certificate of Final Inspection (<i>if applicable</i>)	Appendix HH-5
Healthy Homes Intervention Compliance Agreement (<i>if applicable</i>)	Appendix HH-6
Healthy Homes Intervention Colored Photo(s) of completed project	CAA
FILE SECTION 6 (<i>Photos, Correspondence, Wires</i>)	
Colored Photo(s) of Project (in progress and completed)	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