

Maine State Housing Authority (MaineHousing)
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)
PROJECT COVER SHEET

INSTRUCTIONS: The CHIP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

Tip: Save the bundle on your computer/network and then populate. Print all the forms in the bundle or use Adobe's bookmark feature to navigate the forms and/or print individual forms in the Bundle.

PRIMARY APPLICANT

First Name _____ MI _____
Last Name _____
Mailing Address _____
City _____
State _____ Zip _____
Telephone _____
Email _____

OWNER (if different than Applicant)

First Name _____ MI _____
Last Name _____
Company _____
Mailing Address _____
City _____
State _____ Zip _____
Telephone _____

PHYSICAL ADDRESS (PROPERTY)

Property Street _____
Property City _____
Property State _____ Zip _____

COMMUNITY ACTION AGENCY (CAA)

CAA Name _____
Mailing Address _____
City _____
State _____ Zip _____
Telephone _____

PROJECT

Work Order # _____
Work Order Issue Date _____
Completion Date _____
Project Cost \$ _____

Representative Name _____
Representative Telephone _____
Representative Email _____
Technician Name _____
Technician Telephone _____
Technician Email _____
Inspector Name _____
Inspector Telephone _____
Inspector Email _____

CONTRACTOR (Vendor/Technician)

Contractor Name _____
Mailing Address _____
City _____
State _____ Zip _____
Telephone _____
Email _____
Technician Name _____
Technician Email _____

COMMENTS

PROJECT DOCUMENTS REQUIRED BY MAINEHOUSING

Use this checklist to indicate which of the following final/signed documents have been uploaded to HEAT Enterprise.

- | | |
|--|---|
| <input type="checkbox"/> Consent Form | <input type="checkbox"/> Rental Agreement <i>(if applicable)</i> |
| <input type="checkbox"/> Statement of Completion | <input type="checkbox"/> Deferral of Services Notice <i>(if applicable)</i> |
| <input type="checkbox"/> Proof of Ownership | <input type="checkbox"/> Approved Waiver(s) <i>(if applicable)</i> |
| <input type="checkbox"/> Technician Evaluation Report | |
| <input type="checkbox"/> Contractor Proposal/Cost Estimate | |
| <input type="checkbox"/> Contractor Invoice | |
| <input type="checkbox"/> Contractor Release of Liens | |
| <input type="checkbox"/> Pre & Post Photographs <i>(if applicable)</i> | |

Projects exceeding \$3,000 must also include the following:

- | |
|--|
| <input type="checkbox"/> Invitation to Bid (3 min) |
| <input type="checkbox"/> Contractor Bids |
| <input type="checkbox"/> Bid Tabulation Sheet |