MOBILE HOME REPLACEMENT PROGRAM PHASE 1 - DOCUMENT CHECKLIST

Applicant/Owner:				CAA:			
_	First	MI	Last		CAA Name		
Property:							
_		Street		City	State	Zip	

	Copy to MSHA	Retain Original in File	Original to MSHA	Reviewed by MSHA Date & Initial	Notes
FILE SECTION 1 (Applicant/Property Document	nts)				
MOHO Application	Х	Х			
Proof of Income (3 months of paystubs, 3 months of bank statements; if self-employed 2 years previous federal tax returns)		х			
Proof of Ownership (Property Deed, bill of sale)		Х			
Mobile Home Bill of Sale and Property Tax Bill		Х			
Merchant Report		Х			
Notice of Preliminary Approval		Х			
Release and Hold Harmless		X			
Promissory Note			X		
Notice of Right to Cancel		Х			
Mortgage Deed (with Exhibit)	Х	X			
FILE SECTION 2 (Invoices, Checklists, Waiver	s)				
Phase 1 MOHO Invoice	Х	Х			
Phase 1 Document Checklist	Х	X			
Waiver (if applicable)	Х	Х			
FILE SECTION 3 (Contractor Documents)					
Construction Escrow Agreement	Х	Х			
Construction Contract	Х	Х			
Construction Specifications with Floor Plan (Appendix A to Construction Contract)		Х			
Change Order (if applicable)	X	Х			
Notice to Proceed		X			
FILE SECTION 4 (Estimates, Bids, Reports, De	esigns)				
Bid Tabulation		Х			
Work Write-Up/Cost Estimate		Х			
Property Inspection Checklist		Х			
FILE SECTION 5 (Federal & State Compliance)				
FIRM Floodplain Map	Х	Х			
FILE SECTION 6 (Photos, Correspondence, M	lisc.)				
Digital color photographs	X	Х			
Correspondence		X			

CAA certifies that it has retained and organized the above-referenced documents in a file for auditing by MaineHousing.				
CAA Representative Signature	Date			
CAA Representative Name				