

MOBILE HOME REPLACEMENT PROGRAM PHASE 2 - 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 Documents) | | | | | |
| Recorded Mortgage Deed | | | X | | |
| Notice of Final Escrow Disbursement - Appendix A to Promissory Note | | | X | | |
| FILE SECTION 2 (Invoices, Checklists, Waivers) | | | | | |
| Phase 2 MOHO Invoice | X | X | | | |
| Phase 2 Document Checklist | X | X | | | |
| FILE SECTION 3 (Contractor Documents) | | | | | |
| Contractor Payment Request | X | X | | | |
| Certificate of Final Inspection | X | X | | | |
| Certificate and Release of Liens | X | X | | | |
| Change Order <i>(if applicable)</i> | X | X | | | |
| Punch List | | X | | | |
| FILE SECTION 6 (Photos, Correspondence, Misc.) | | | | | |
| Digital color photographs | X | X | | | |
| 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