



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

DOCUMENT CHECKLIST – MULTI-FAMILY LOAN SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:
PHASE 2	
FILE SECTION 1 (Owner)	CAA DOCUMENT SOURCE
Notice to Commence Work	State Form Z
Recorded Declaration of Covenants and Restrictions	State Form H
FILE SECTION 2 (Tenants & Invoices)	
Phase 2 Billing Invoice	State Form I-A
Phase 2 Multifamily Document Checklist	State Form U-2
Relocation Change Order (if applicable)	State Form O
FILE SECTION 3 (Contractor)	
Pre-Construction Report	State Form M
Contractor Payment Request(s) including invoices	State Form I-C
Certificate and Release of Liens	State Form I-B
Certificate of Final Inspection	State Form Q
Change Order (if applicable)	State Form N
FILE SECTION 5 (Fed & State Compliance)	
DEP Notification	Contractor
Dust Wipe Clearance Results	CAA
Lead Paint Plus Essential Maintenance Practice Plan	State Form R
Letter of Lead Hazard Reduction Compliance	State Form P
Occupant Protection Plan	Contractor
FILE SECTION 6 (Photos, Correspondence, Wires)	
Correspondence (if applicable)	CAA
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 Applicant(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name