



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

PHASE 2 SINGLE FAMILY DOCUMENT CHECKLIST

Applicant (Owner):	CAA:
Property Address:	Date Submitted:

	CAA Document Source
FILE SECTION 1 (Owner)	
Notice to Commence Work	State Form Z
FILE SECTION 2 (Invoices, Checklists & Waivers)	
Phase 2 Billing Invoice	State Form I-A
Phase 2 Single-Family Document Checklist	State Form W-2
State Lead Project Cover Sheet <i>(if changed subsequent to Phase 1 submission)</i>	
Relocation Change Orders <i>(if applicable)</i>	State Form O
FILE SECTION 3 (Contractor)	
Pre-Construction Report	State Form M
Certificate and Release of Liens	State Form I-B
Certificate of Final Inspection	State Form Q
Change Order(s) <i>(if applicable)</i>	State Form N
Contractor Payment Request(s) with invoices	State Form I-C
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 Abatement Compliance	State Form P
Occupant Protection Plan	Contractor
FILE SECTION 6 (Photos & Correspondence)	
Colored Photo(s) of Project: work in progress and completed	CAA
Correspondence	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