

Maine State Housing Authority (MaineHousing)  
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

**DOCUMENT CHECKLIST – MULTI-FAMILY LOAN SUBMISSION**

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

<b>PHASE 2</b>	<b>CAA DOCUMENT SOURCE</b>
<b>FILE SECTION 1 (Owner)</b>	
Applicant Acknowledgement Form (Owner)	Appendix LD-A
Release and Hold Harmless	Appendix LD-K
Truth in Lending Statement	Appendix LD-D
Multifamily Promissory Note	Appendix LD-F
Mortgage Deed, Rental Rider Statement, and Exhibit A	Appendix LD-G
Assignment of Mortgage	Appendix LD-H
Notice of Approval	Appendix LD-I
Notice to Borrower	Appendix LD-J
Notice of Right to Cancel	Appendix LD-L
Notice to Commence Work	MaineHousing
<b>FILE SECTION 2 (Tenants &amp; Invoices)</b>	
Phase 2 Billing Invoice	Appendix I-A
Phase 2 Multifamily Checklist for Loan Documentation	Appendix U-2
Authorization to Release Information (Tenant)	Appendix E
Tenant Acknowledgement Form	Appendix LD-B
Relocation Assistance Acknowledgement	Appendix LD-C
<b>FILE SECTION 3 (Contractor)</b>	
Construction Contract	Appendix C-A
Construction Escrow Agreement	Appendix C-B
<b>FILE SECTION 5 (Federal &amp; State Compliance)</b>	
HUD 1A Settlement Statement	Appendix LD-E
Healthy Homes Intervention Construction Contract <i>(if applicable)</i>	Appendix HH-1
Healthy Homes Intervention Escrow Agreement <i>(if applicable)</i>	Appendix HH-2
Healthy Homes Intervention Bid Package <i>(if applicable)</i>	Exhibit HH-C
Healthy Homes Intervention Compliance Agreement Form <i>(if applicable)</i>	Appendix HH-6
<b>FILE SECTION 6 (Photos, Correspondence, Wires)</b>	
Correspondence (if applicable)	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 Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

\_\_\_\_\_  
CAA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAA Representative Name