

CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)  
**PROJECT COVER SHEET / DOCUMENT CHECKLIST**

**INSTRUCTIONS:** The CHIP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

**PRIMARY APPLICANT**

Name (or Entity) \_\_\_\_\_  
First MI Last

Mailing Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**OWNER (if different than Applicant)**

Name (or Entity) \_\_\_\_\_  
First MI Last

Mailing Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**PHYSICAL ADDRESS (PROPERTY)**

Property Street \_\_\_\_\_

City State Zip \_\_\_\_\_

**COMMUNITY ACTION AGENCY (CAA)**

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

Mailing Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

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

Representative Phone \_\_\_\_\_

Representative Email \_\_\_\_\_

Tech/Inspector Name \_\_\_\_\_

Tech/Inspector Phone \_\_\_\_\_

Tech/Inspector Email \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

**PROJECT**

Work Order # \_\_\_\_\_

Work Order Issue Date \_\_\_\_\_

Completion Date \_\_\_\_\_

**Project Cost**                    \$ \_\_\_\_\_

**CONTRACTOR (Vendor/Technician)**

Contractor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

Representative Email \_\_\_\_\_

**COMMENTS**

**DOCUMENT CHECKLIST**

**INSTRUCTIONS:** The following project documents are required by MaineHousing. Use this checklist to indicate which final/signed documents have been uploaded to HEAT Enterprise. Bundle documents and upload to "Bundle- CHIP Final Documents" in HEAT Enterprise > WAP Documents:

**Required Documents**

- CHIP Consent
- Statement of Completion
- Proof of Ownership
- Declaration of Assets *(if applicable)*
- Technician Evaluation Report
- Contractor Proposal/Cost Estimate *(if applicable)*
- Contractor Invoice(s)
- Contractor Release of Liens
- Inspection Photographs
- Rental Agreement *(if applicable)*
- Approved Waiver(s) *(if applicable)*

**Deferred Projects must include the following:**

- Deferral of Services Notice *(if applicable)*

**Projects exceeding \$10,000 must also include the following:**

- Invitation to Bid (3 minimum)
- Contractor Bids
- Bid Tabulation Sheet

