

MAINEHOUSING HEAT PUMP PROGRAM
PROJECT COVER SHEET / DOCUMENT CHECKLIST

INSTRUCTIONS: The HEAT PUMP 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			
	First	MI	Last
Mailing Address			
City State Zip			
Phone			
Email			

OWNER (if different than Applicant)			
Name			
	First	MI	Last
Mailing Address			
City State Zip			
Phone			
Email			

PHYSICAL ADDRESS (PROPERTY)	
Property Street	
City State Zip	

AGENCY	
Agency Name	
Mailing Address	
City State Zip	
Phone	

PROJECT	
HEAT Job #	
Work Order #	
Work Order Issue Date	
Completion Date	
Project Cost	\$

Representative Name	
Representative Phone	
Representative Email	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	
Inspector Name	
Inspector Phone	
Inspector Email	

CONTRACTOR (Vendor)	
Vendor Name	
Mailing Address	
City State Zip	
Rep Name	
Rep Phone	
Rep 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- HEAT PUMP Final Documents" in HEAT Enterprise > WAP Documents:

Required Documents from Applicant

- Consent
- Statement of Completion
- Proof of Ownership

Required Documents from Agency

- Agency Heat Pump Inspection Checklist (all Units)
- Photos of Units (interior and exterior) (inspected Units only)

Required Documents from Vendor

- Vendor Cost Estimate
- Vendor Heat Pump Inspection Checklist
- Vendor Invoice(s)
- Vendor Release of Liens

Deferred Projects must include the following:

- Deferral of Services Notice (if applicable)