

Maine State Housing Authority (MaineHousing)
 2019 HOME ACCESSIBILITY and REPAIR PROGRAM (HARP)
PHASE 2 DOCUMENT CHECKLIST

Applicant/Owner: _____ CAA: _____

Property: _____ Submission Date: _____

- Grant Type(s):
- | | | |
|--|--|---|
| <input type="checkbox"/> Home Repair | <input type="checkbox"/> Home Repair Replacement | <input type="checkbox"/> Pre-1976 Mobile Home Repair |
| <input type="checkbox"/> Home Repair Emergency | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Pre-1976 Mobile Home Replacement |
| <input type="checkbox"/> Home Repair Elderly | <input type="checkbox"/> Supplemental Weatherization Program | |

File Section	Copy to MH	Retain Original in File	Reviewed by MH Date/Initial	Notes
FILE SECTION 1 (Applicant/Property Documents)				
Certification of Occupancy <i>(required for Replacements)</i>	X	X		
Bill of Sale <i>(required for Replacements)</i>	X	X		
Mortgage Deed <i>(from other funding sources)</i>	X	X		
FILE SECTION 2 (Invoices, Checklists, Waivers)				
Phase 2 MaineHousing Invoice	X	X		
Phase 2 Document Checklist	X	X		
Change Order	X	X		
FILE SECTION 3 (Contractor Documents)				
Contractors Payment Request with invoices	X	X		
Certificate and Release of Liens	X	X		
Certificate of Final Inspection	X	X		
Final Septic Inspection and Sign-off by Code Enforcement <i>(if applicable)</i>	X	X		
Receipt of Demolition and accompanying photos <i>(required for Replacements)</i>		X		
Construction Progress Report		X		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)				
Summary of Lead Paint Hazard Reduction Activity <i>(if applicable)</i>	X	X		
Lead Paint Hazard Info Receipt	X	X		
FILE SECTION 5 (Federal & State Compliance)				
Lead Dust Wipe sample report <i>(if applicable)</i>	X	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)				
Digital color photographs <i>(multiple of interior and exterior)</i>	X	X		
Correspondence		X		

CAA certifies that it has retained and organized the above-referenced documents in a file for auditing by MaineHousing.

 CAA Representative Signature

 CAA Representative Name