

**PHASE 1- MULTI-FAMILY DOCUMENT CHECKLIST**

Applicant (Owner) \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Program Type(s):  Federal Lead      State Lead (Z267)  
    State Lead (N261)

CAA \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Healthy Homes      DHHS

	Document Reference	FEDERAL LEAD	STATE LEAD	DHHS
<b>FILE SECTION 1 (Owner)</b>				
Owner Application	Appendix A	X	X	X
Authorization to Release Information (Owner)	Appendix E	X	X	X
Proof of Ownership ( <i>Property Deed and/or tax bill</i> )	Owner	X	X	X
Proof of Insurance ( <i>homeowners insurance information</i> )	Owner	X	X	X
Income Self-Certification	Owner Occupant		X	X
Merchants Report	CAA	X	X	X
Notice of Preliminary Grant Approval	Appendix LD-1	X	X	X
Grant Agreement	Appendix LD-2	X	X	X
Declaration of Covenants and Restrictions ( <i>signed</i> )	Appendix H	X	X	X
<b>FILE SECTION 2 (Invoices, Checklists, Waivers, Tenant)</b>				
Project Summary Sheet	Appendix 1	X	X	X
Phase 1 Billing Invoice	Appendix 1A	X	X	X
Phase 1 Multi-Family Document Checklist	Appendix 1B-MF1	X	X	X
Waivers ( <i>if applicable</i> )	Appendix K	X	X	X
Tenant Application	Appendix B	X	X	X
Income Eligibility Documents ( <i>State Lead and DHHS may self-certify</i> )	Owner Occupant /Tenants	X		
Tenant Blood Testing Release Form ( <i>children only</i> )	Appendix D	X	X	X
MaineCare Eligibility Letter(s) ( <i>children only</i> ) ( <i>if applicable</i> )	As of Nov 2022			X
Children Under 6 Years Old Visiting Certification	Appendix G	X	X	X
Relocation Assistance Acknowledgement	Appendix LD-C	X	X	X
<b>FILE SECTION 3 (Contractor)</b>				
Construction Contract	Appendix C-A	X	X	X
Healthy Homes Compliance Agreement ( <i>if applicable</i> )	Appendix HH6	X		
Construction Escrow Agreement	Appendix C-B	X	X	X
Lead Design Plan Specifications	Exhibit C	X	X	X
Healthy Homes Design Plan ( <i>if applicable</i> )	CAA	X		
Pre-Construction Report	Appendix M	X	X	X
<b>FILE SECTION 4 (Reports, Designs &amp; Plans)</b>				
Lead Paint Inspection and Risk Assessment Report	CAA	X	X	X
Bid Package ( <i>including Refusal to Bid, if any</i> )	Appendix Y/ CAA	X	X	X
Bid Tabulation Sheet	Appendix J	X	X	X
Asbestos inspection documentation ( <i>if applicable</i> )	CAA	X	X	X
<b>FILE SECTION 5 (Federal and State Compliance, Healthy Homes)</b>				
SHPO	CAA	X	X	X
BABA small or large project form	CAA	X		
<b>FILE SECTION 6 (Photos, Correspondence)</b>				
Colored Photo(s) of pre-project	CAA	X	X	X
Correspondence	CAA/MaineHousing	X	X	X

CAA certifies that the originals of all documents listed are retained with the project file located at the CAA office. CAA further certifies that documents not included on this Document Checklist, but required by program regulations as referenced in MaineHousing's the *Lead Program Guidance and Procedures*, are maintained in the Applicant(s) project file at the CAA's office. These documents are subject to periodic inspection by MaineHousing.

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

\_\_\_\_\_   
 Date

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