

SAMPLE REHABILITATION PROGRAM FILE CHECKLIST

(All documentation must have the appropriate signature(s) and date(s))

- ❑ Rehabilitation Guidelines and Council Resolution of Adoption
- ❑ Pending Applications and Disqualified Applicants, Family Survey, Work Write-ups and Cost Estimates
- ❑ Master Complaint File
- ❑ Rehab Contract File (for each job)
 - ❑ Proof that Recipient Received a Copy of the Grievance Procedures
 - ❑ Household Survey/Rehabilitation Assistance Application
 - ❑ Proof of Ownership
 - ❑ Applicant Release for Verification of Income
 - ❑ Verification of Income and Employment
 - ❑ Certification of Primary Residence
 - ❑ Proof of Current House Insurance
 - ❑ Work Write-ups and Cost Estimates that Document Rehabilitation Activities and Cost Versus Lead-Based Paint Activities and Cost, if applicable
 - ❑ Proof that Applicant Initialed Each Page and Signed Last Page of the Work Write-up
 - ❑ Lead-Based Paint Hazards Notification, as applicable
 - ❑ Pamphlet – Protect Your Family From Lead In Your Home
 - ❑ Disclosure Form for Target Housing Rental and Leases
 - ❑ Lead Hazard Evaluation Notice
 - ❑ Lead Hazard Presumption Notice
 - ❑ Lead Hazard Reduction Notice
 - ❑ Lead-Based Paint Inspection/Testing Report or Risk Assessment Report or Lead Hazard Screen Report
 - ❑ Lead Hazard Clearance Test Report
 - ❑ Certification of Safe Work Practices
 - ❑ Certification of Inspectors, Risk Assessors and Supervisors
 - ❑ Executed Loan/Grant Documents
 - ❑ Executed Contract (with contractor) Documents
 - ❑ Homeowner Authorization for Agency to Act as Agent, if applicable

- ❑ Bid Opening Minutes that includes names of all contractors present at the meeting, list of bids received, and amount of each bid
- ❑ Notice to Proceed
- ❑ Progress and Final Inspection Reports
- ❑ Progress Payments and Final Payment Documentation (including cancelled checks)
- ❑ Change Orders, if any
- ❑ Notice of Owner's Acceptance of Work
- ❑ General Contractor/Subcontractor/Materialmen Affidavit, Warranties and Release of Liens
- ❑ Promissory Note, if applicable
- ❑ Real Estate Mortgage, if applicable
- ❑ Follow-up Visit Inspection (within 60 days of job completion)
- ❑ Copies of Written Complaints, Resolution, and Correspondence (also include in Master Complaint File)
- ❑ Copies of Rent Restriction and Anti-Eviction Agreements
- ❑ Counseling Report – Homeowner Maintenance/Life Skills Education