

**OUR PROGRAM
STREET ADDRESS
CITY, STATE, ZIP
PHONE**

REHABILITATION JOB FILE INDEX

	STUDENT MANUAL FORM #	DATE REQUESTED	DATE COMPLETED	INITIALS
CLIENT INTAKE				
<i>Owner's Manual</i>	8			
Loan Application Packet				
Request for Code Inspection				
<i>EPA Pamphlet</i>	1			
Owner/Agency Agreements				
- <i>Owner's Service Agreement</i>	9			
- Agreement b/n Owner & Agency				
SPECIFICATION & FEASIBILITY				
Initial Work Write-up				
Environmental Field Notes Checklist				
Historic Assessment				
<i>Lead Safe Housing Requirements Screening Worksheet and Rehab Addendum</i>	5 and 6			
<i>Risk Assessment Report</i>				
Specs by Location/Trade				
Final Work Write-up				
<i>Lead Hazard Evaluation Notice OR</i>	10			
<i>Lead Hazard Presumption Notice</i>	11			
<i>Relocation Screening Sheet</i>	25			
BIDDING AND CONTRACTS				
Invitation to Bid				
No Bid Intention Received				
Pre-Bid Inspection (optional)				
Addenda to Work Write-Up				
Bid Comparison Results				
Certification of Bid/Proposal				
Subcontractor & Supplier Listing				
Owner's Selection Worksheet				
<i>Relocation Agreement (optional)</i>	30			
<i>Elderly Waiver for Relocation (if applicable)</i>	13			
Construction Loan Escrow Agreement				
Construction Loan Contingency Escrow Agreement				

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	STUDENT MANUAL FORM #	DATE REQUESTED	DATE COMPLETED	INITIALS
<i>Pre-construction Conference Checklist</i>	15			
<i>Contractor/Employee Certification of Worker Training</i>	16			
<i>Owner/Contractor Agreement</i>				
<i>Rehab Contract Addendum for Lead Hazard Reduction Work</i>	18			
Rehab Job Schedule				
CONSTRUCTION MONITORING				
Notice to Proceed				
Progress Meeting Checklist				
Request for Payment - 1				
Request for Payment - 2				
Request for Payment - 3				
Request for Payment - 4				
Request for Payment - 5				
Waiver of Lien to Date and Contractor's Affidavit				
Sworn Statement				
Waiver of Lien to Date and Subcontractor's Affidavit (optional)				
Partial Release of Liens				
Field Proposal				
Change Order - 1				
Change Order - 2				
Change Order - 3				
Final Payment Checklist				
Contractor's Pre-Inspection Punch List				
Final Inspection Checklist				
<i>Clearance Inspection Report</i>				
<i>Clearance Report Review Worksheet</i>	21			
<i>Re-occupancy Authorization</i>	27			
Owner's Punch List				
Certificate of Completion and Homeowner's Final Approval of Work				
Application for Final Payment & Release of Liens & Warranty				
<i>Post-Construction Safe Work Certification</i>	19			
<i>Protection of Occupants' Belongings</i>	20			
<i>Certification of Relocation Activities</i>	31			
Final Release of Liens				

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	STUDENT MANUAL FORM #	DATE REQUESTED	DATE COMPLETED	INITIALS
<i>Notice of Lead Hazard Reduction</i>	23			
Payment Release Directive				
General Warranty				
Roof Warranty				
WARRANTY & EVALUATION				
Homeowner's Evaluation of Job				
Contractor Evaluation by Rehab Spec				
Homeowner Evaluation of Contractor				
Project Evaluation by Rehab Staff				
Warranty Inspection Checklist				
Warranty Punch List				