

**FILE & UNIT INSPECTION**

**FUNDING SOURCE:**

Client Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ File No. \_\_\_\_\_ Ranking \_\_\_\_\_  
 Dwelling Type \_\_\_\_\_ Application Date \_\_\_\_\_ Complete Dated \_\_\_\_\_ # Occupants \_\_\_\_\_ Work Start Date \_\_\_\_\_ Sq Ft \_\_\_\_\_  
 Blower door pre CFM \_\_\_\_\_ Blower door post CFM \_\_\_\_\_ Minimum CF \_\_\_\_\_ # Earners \_\_\_\_\_ Income Re-certification if over 12 month Yes  No  N/A   
 Blower door MFA \_\_\_\_\_

Measures	Vendor Name	Actual Material Cost	Actual Labor Cost	Total Actual Cost	Est Material Cost	SIR	Estimated Energy Savings			Amount	Amount2	Type
							Heating (MMBTU)	Cooling (KwH)	Baseload (KwH)			
<b>Totals</b>												

Document	Yes	No	NA	Waivers and explanations:	Yes	No	NA
Client education form				Defferal or postponement of weatherization forms, if applicable			
Input report for the energy audit				Approved waivers from MFA			
Documentation of the initial audit including auditor name and audit date				Copy of SHPO approval/diapproval email from consultant			
Audit estimated and actual costs				Explanation why dwelling did not have blower door test performed			
Health and safety report				Explanation why any measures with SIR greater than 1.00 were not installed			
Work Order generated by NEAT/MHEA				Complete documentation giving adequate rationale when wall insulation not installed			
Copy of accurate NEAT audit used for job or report from NEAT or MHEA audit				A list of any conditions judged to be out of the ordinary			
Records/documentation of installed measures and their costs, including labor				<b>Client Information:</b>			
Forced air systems checklist, if applicable				Signed weatherization application			
Daily air sealing forms				Copy of executed landlord/tenant agreement if unit is a rental property			
Daily safety test-out summary sheet				Confirmation that "Renovate Right" pamphlet was distributed			
Assessor diagnostic tests				Utility bills			
Final inspector diagnostic tests				Income verification and eligibility			
ASHRAE 62.2 Calculations				Proof of ownership			
Copies of required permits for the work							
Final inspection forms signed and dated by client and final inspector							
Final inspection re-work orders, if applicable							
Refrigerator qualification form, if applicable							
Mold disclaimer							

Comments: \_\_\_\_\_