

Client File Monitoring Form

Agency:

Client Name and/or file Number	Application	Notification Letter	Verify Inc Doc's	Property Owner Verification	Mobile Home SN	L/T Agree	CAZ. TEST COMPLIANCE	Blower Door Test	Mat & Labor cost sheet write cost if available	Primary Heating System	WX As-ls & Post AKWARM	Does IOR match the scope of work	Final Inspection qci or 3rd w/signatures	Photos	Lead Base Pre 1978 Year Built Home	Lead documents and certifications	SHPO checklist and compliance	Comments	
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Income Verification

Client Name/Wx#	#in Household	Income Limit	Income reported	Income reported by agency	Priority level

Material verification

Client #	PO,s Verified	Material from vendor verified