

LASALLE COMMUNITY ASSOCIATION, INC
Weatherization Assistance Program

Client File Control Checklist

Form	Signature of Staff	Date Entered File
Application (HES)		
Lessor Agreement (if rental)		
Client Release of Information		
Notice of Eligibility/Denial Form (HES)		
Per-Inspection Form (HES)		
Work Order		
Final Inspection		
Work Order		
Final Inspection		
Client Education Pre Client Education Post		
Lead Renovation Form		
Accepted All Forms		
All Support Documents		
Client Contact Form		

*Support document include: purchase order, vendor invoices, and labor documentation (time sheets).