

# Documents Needed: Easy Access

You should have these documents readily available to you. It might make sense to keep an accordion folder for easy access:

- ☐ Allowable Activities Report (AA)
- ☐ Estimated Cost of Repair (ECR)
- ☐ Elevation ECR (aka WWestimate)
- ☐ Bulkhead Assessment Report
- ☐ Award Letter
- ☐ Grant Agreements
- ☐ Signed Communication Designee Forms
- ☐ Environmental Review Record (ERR)
- ☐ Asbestos Containing Material Assessment
- ☐ Lead Based Paint Risk Assessment
- ☐ Elevation Certificate
- ☐ Land Survey
- ☐ Soils Report
- ☐ Flood Insurance Binder
- ☐ Home Insurance Binder
- ☐ Current Certificate of Occupancy
- ☐ Submitted Design Drawings and 6100
- ☐ Permit Application
- ☐ ALL Receipts

We also strongly recommend that you open and maintain a separate checking account for the sole use of your recovery.

A “carbon- copy” style check book will help record what has been paid and to whom.