



RESERVE WITHDRAW REQUEST

Borrower Name: _____
Property Address: _____
Loan Number: _____
Contact: _____
Phone Number: _____
Email Address: _____
Date: _____

Requested Amount: \$ _____

- Replacement Reserve
- Operating Reserve

The following documents are required for reserve withdraw requests:

- Replacement and Operating Reserve account statements;
- List of repairs;
- Bid or invoice for repairs;
- Other supporting documentation, *as applicable*.

Please list:

The purpose of the replacement reserve is to fund major replacements of building components, rather than routine maintenance or incidental repairs. Routine maintenance and repairs should be covered in the operating budget, backed up by operating reserve.

Borrowers must be current on their payments and annual financial reporting before reserve withdraw requests will be considered by the Housing Commission.

Please allow 30 days for your reserve withdraw request to be reviewed.

Signature

Title