

**RESERVE WITHDRAWAL REQUEST**

|                  |         |            |               |
|------------------|---------|------------|---------------|
| <b>Section I</b> | Case #: | Project #: | Project Name: |
|------------------|---------|------------|---------------|

Item / Work Requested: \_\_\_\_\_  See attached bids (minimum of 2 for requests over \$2,000)

\_\_\_\_\_  Emergency Request (see attached bill)

\_\_\_\_\_ Funds Requested: \_\_\_\_\_

\_\_\_\_\_ Current Reserve Balance: \_\_\_\_\_

Reason For Request: \_\_\_\_\_  
(Be Specific) \_\_\_\_\_

- Most current bank statement attached (Required)
- "Before" pictures attached (Required)

|      |                              |
|------|------------------------------|
| Date | Owner / Owner Representative |
|------|------------------------------|

|                   |   |
|-------------------|---|
| <b>Section II</b> | <b>Acceptance of Reserve Withdrawal Request</b> |
|-------------------|---|

We will approve the above work to be completed at a cost not to exceed the funds requested. We are returning the original and one copy of this acceptance and ask that when the work is done you complete Section IV of this form and return it to our office.

We are required to visit the project after MAJOR reserve withdrawal requests are completed and we will be contacting you to schedule a visit if required.

|      |                                    |
|------|------------------------------------|
| Date | Signature and Title of RD Official |
|------|------------------------------------|

|                    |  |
|--------------------|--|
| <b>Section III</b> | <b>Rejection of Reserve Withdrawal Request</b> |
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Reason for Rejection: \_\_\_\_\_  
\_\_\_\_\_

|      |                                    |
|------|------------------------------------|
| Date | Signature and Title of RD Official |
|------|------------------------------------|

|                   |  |
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| <b>Section IV</b> | <b>Complete as appropriate after work is done and return to D.O. for payment of bill. RD will retain the statement as evidence of payment.</b> |
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- |   |   |
|---|---|
| <input type="checkbox"/> Attached is a statement, along with a check made payable to: _____<br>in the amount of: _____<br>for the work described above. | <input type="checkbox"/> Attached is a statement, along with a withdrawal slip in the amount of: _____ which will be deposited to the General Operating Account. A check will be issued to: _____ |
|---|---|

|      |                          |
|------|--------------------------|
| Date | Project Management Agent |
|------|--------------------------|

**Goal:**  Our goal is to have one General Contractor per reserve request and one reserve request per

