



United States
Department of
Agriculture

Rural Development

"Improving the Quality of Life for Rural Montana"

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April 1, 2003

MT AN No. 186 (1930-C)

SUBJECT: Multi-Family Housing Reserve Account Withdrawal Requests

TO: Multi-Family Housing Specialist
USDA, Rural Development, Montana

PURPOSE / INTENDED OUTCOME:

This AN provides guidance to the MFH Specialists regarding processing of Reserve Account requests for the Multi-Family Housing program.

COMPARSION WITH PREVIOUS AN:

There is no previous AN

IMPLEMENTATION RESPONSIBILITIES:

The MFH Reserve Withdrawal Request attached must be completed and all required documentation must be provided prior to RD approval of request. Any Reserve Account withdrawal request of \$2,000 or higher for repairs, purchase of equipment or materials must have two bids submitted by the borrower or management company before USDA, Rural Development will approve the request for payment. The bids will be kept in the file for future auditing purposes. A current Reserve Account bank statement and "before" pictures of work to be done must also be submitted with the Reserve Withdrawal Request form for approval consideration.

W.T. (Tim) RYAN
State Director

EXPIRATION DATE: 04/01/2004

FILING INSTRUCTIONS:
Preceding RD Instruction 1930-C

Attachment A