

**ALABAMA HOUSING FINANCE AUTHORITY(AHFA)
REPLACEMENT RESERVE WITHDRAWAL REQUEST FORM**
Please complete this form for all Replacement Reserve Accounts required by AHFA.

Project Name: _____

Project #: _____

Project P.I.S. Date: _____

Date HOME Loan Closed: _____

Location: _____

Date of Request: _____

	Invoice Date	Building #	Unit #	Description of Work Performed or Item Being Replaced (Attach all required supporting documentation on a per invoice basis)(Addendum B)	Item Description Code (Addendum C)	Payee	Amount of Request	Current Replacement Reserve Balance	Replacement Reserve Balance Remaining After	AHFA Required Balance
1										
2										
3										
4										
5										
Total Requested Amount & Account Balances:										

Please note the following:

- * *Attach copies of invoices and paid checks (within 120 days of the date requested) to evidence payment from your operating account.*
- * *Reserve requests with invoices older than 120 days of the request date may not be eligible for reimbursement.*
- * *The owner and management company are responsible for determining that the work performed is in accordance with applicable building codes/ordinances and that all liens are paid.*
- * *Any request that exceeds \$5,000 will require an inspection by AHFA or its representative before an approval of reimbursement will be given.*
- * *AHFA reserves the right to perform a property inspection prior to the approval of any reimbursement from the replacement reserve account.*

BY SIGNING BELOW, I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION PROVIDED ABOVE AND ALL REQUIRED ATTACHMENTS ARE ACCURATE.

Owner Signature: _____

Prepared by Signature: _____

Printed Name: _____

Printed Name & Company: _____

Date: _____

Date: _____

REQUIRED ATTACHMENTS: SEE LIST OF RESERVE REQUEST DOCUMENTATION SUBMISSION REQUIREMENTS PER THE ADDENDUM B

Addendum B

ALABAMA HOUSING FINANCE AUTHORITY (AHFA)

LIST OF RESERVE REQUEST DOCUMENTATION REQUIREMENTS (*)

Please contact AHFA prior to the submission of this request should you have any questions.

Items Required:

**Enclosed
(yes or no)**

I. AHFA Reserve Request Form completed and executed by Owner and Preparer with original signatures.

II. For each unit request, please provide the following as applicable:

- A. Paid invoice within 120 days of request date
- B. Original Check signed by authorizing signatory
- C. Copies of bids and estimates.
- D. Detailed explanation of work performed or cause/reason item being replaced. Include pictures if applicable.
- E. Documentation of the date the requested item was installed or last replaced.
- F. Warranty, model and serial numbers of new item as applicable.
- G. Disclosure of Identity of Interest between a contractor or bidder and the owner, management company or property manager.

III. Project Supporting Documentation as follows:

- A. Copies of the most recent bank statements for the Project's :
 - 1. Replacement Reserve Account
 - 2. Operating Deficit Reserve Account
 - 3. General Operating Bank Account
- B. Financial Statements for the Project:
 - 1. Current Budget
 - 2. Current Income Statement
- C. Copy of current Capital Maintenance Plan

Note: The most recent capital maintenance plan, in form and content satisfactory to AHFA, will be required for any request where the replacement reserve balance is below the AHFA minimum required balance.

**** Failure to submit all items required may result in this request being delayed or denied.***

ITEM DESCRIPTION CODES

Item Description	Code
Cabinets	CB-100
Carpet	CPT-100
Dishwasher	DW-100
Doors	D-100
Electrical	ELEC -100
Exterior Repairs	EXT - 100
HVAC-Indoor	HVAC-100
HVAC-Outdoor	HVAC-200
Plumbing Fixture-Bathroom	PFB-100
Plumbing Fixture-Kitchen	PFK-100
Range/Oven	RNG-100
Rangehood	RH-100
Refrigerator	REF-100
Resilient Flooring	RESIL-100
Water Heater	WH-100
Windows	WDW-100
Other	OTHR - 100

** Note: If your request does not match one of the above codes, you can use the code for "Other" and provide a detailed description in the space provided on the request form "Description of Work Performed or Item Being Replaced."*