

Replacement Reserve Requests

Required Documentation Checklist

Request must be sent to reserverequest@rihousing.com

Loan number:

Site name:

Quarter:

Required Items

- ☐ Cover letter
 - Signed by management agent or owner
 - Certifies that all items referenced are no longer under warranty
 - Provides a detailed description of the work performed or to be performed
 - Advance requests- explain why it's not a reimbursement request (Ex; financial hardship)
 - Clarifies whether the replacement items will be energy efficient products.
 - If replacement items are not energy efficient products, the owner/agent must provide a justification.
- ☐ Spreadsheet including:
 - Vendor name
 - Invoice number
 - Invoice date
 - Check number
 - Amount paid
 - Date paid
 - Building / unit number
 - Brief description of work
- ☐ Owner's letter authorizing the withdrawal, signed by owner
- ☐ Copies of 3 bids if the work exceeds \$10,000 with AM approval for selected bid (emergency replacements are an exception).
- ☐ Copies of permits for the work if required
- ☐ Invoices which contain the following information:
 - Name of the development
 - Unit number of building
 - Name and address of vendor
 - Telephone number of vendor
 - Invoice number
 - Date of service or delivery date
 - Amount of invoice
 - Description of work / purchase
 - in the case of appliances, please include proof of energy star certification
 - Price / cost
- ☐ Proof of payment
 - Processing stamp which includes the check number; amount paid, internal chart of account number, and approvers initials, or
 - Copy of check register/check run report, or
 - Wire transfer record, or
 - Copy of the general ledger account detail showing the payment, or
 - Copies of canceled checks
 - Aging Vendor Report/Accounts Payable - only for advances
- ☐ Invoices and proof of payment must be in the order items are listed on the spreadsheet
- ☐ All documents must be submitted as one PDF



Standard Warranties

Item	Standard Warranty Time
Pitched Roofs	Manuf: 30 years Install: 2 years
Flat Roofs	Manuf: 20 years Install: 2 years
Photovoltaic System	Manuf: 20 years, performance warranty include degradation of no > than 10% of labeled output
Fiber Cement Siding	30 year guarantee, min 15 year on finish
SmartSide Siding	5 year labor/material, 15 year finish paint, 50 year warranty substrate. Total 5/15/50
Vinyl Siding	25 year guarantee
Window	10 years frames, 20 glass, 10 finish, 2 hardware
AHU/Furnace	10 years
Air Chillers	5 years
Boiler	10 years residential - 5 years commercial
ERVs	1-5 years
Heat Ventilation AC	5-10 years
Hot Water Boilers	10 years
Hot Water Tanks	5-years
Mini Splits	5-10-years – Diamond Installer for 10-year warranty
PTAC	5 years
RTU	5-years
VRFs	5-10-years - Diamond Installer for 10-year warranty
Co-gen	1,000 hours or 1-year
Generator	5-Year
Geothermal	5-10 Years (Heat Pumps only)
Grinder Pump	1-2 years
Hydro Electric System	1-Year
Septic Pump	2-5 years
Solar Inverter	10-Years
Solar Panel	20-Years
Wind	2-5 Years