

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
 - Provides a detailed description of the work performed or to be performed
 - 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
- 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
 - 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 federal ledger account detail showing the payment, or
 - Copies of canceled checks
- Are the invoices and proof of payment in the order of the items listed on the spreadsheet?