



Portland Housing Bureau

REPLACEMENT RESERVES WITHDRAWAL REQUEST FORM

**Replacement reserves are reimbursed per the terms of the project's Replacement Reserve & Capital Improvement Agreement for capital improvements and expenditures. Regular maintenance costs should be paid from operating funds.*

BORROWER NAME: _____
BORROWER ADDRESS: _____
PROJECT NAME: _____
PROJECT ADDRESS: _____

Replacement Reserve Account # _____ Balance: \$ _____
As of: _____

Requested Date: _____

ITEM	AMOUNT	AMOUNT	REASON

TOTALS: _____ \$ _____

Has an insurance claim been made for any of the above items? _____yes _____no

Which ones? _____

Borrower hereby requests disbursement from the Replacement Reserve account in the amount of \$ _____ and certifies that these funds will be used solely for the items set forth above.

Estimated Commencement date of Capital Improvement Project: _____

Estimated Completion date of Project: _____

Vendor/Contractor Name: _____

Will there be lien waivers collected? Please provide copies

Borrower:

By: _____

Title: _____

Date: _____

+++++
COMMENTS:

APPROVED:

BY: _____

TITLE: _____

DATE: _____

Attach replacement reserve bank statement, paid invoices, scope of work to support your request for reimbursement/withdrawal.