

**REQUEST FOR AUTHORIZATION TO WITHDRAW RESERVE FUNDS**  
(PART I)

BORROWER NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

BORROWER ID: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

CURRENT RESERVE BALANCE: \_\_\_\_\_

AS OF (DATE): \_\_\_\_\_

Was this item identified in the current approved fiscal year budget?    YES        NO

PURPOSE AND DESCRIPTION: (For properties with 24 units or less, attach invoices or scope of work and cost estimates for items in excess of \$10,000. For properties with 25 units or more, attach invoices or scope of work and cost estimates for items in excess of \$25,000.)    NUMBER OF RENTAL UNITS AT PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Capital Replacement/Improvement            Operating & Maintenance Expense   

IS THIS REQUEST PART OF AN APPROVED CAPITAL NEEDS ASSESSMENT?    YES        NO   

WILL A COMPANY WITH AN IDENTITY OF INTEREST PERFORM ANY OF THE WORK?    YES        NO   

If Yes, please identify the company: \_\_\_\_\_

\_\_\_\_\_

CHECK            WITHDRAWAL SLIP            IS ENCLOSED WITH THIS REQUEST.

CHECK            WITHDRAWAL SLIP            WILL BE SENT UPON COMPLETION.

If the amount of reserve funds used is more or less than the amount approved by Rural Development, we will advise the Rural Development Servicing Official so the reserve account can be adjusted accordingly.

Signed: \_\_\_\_\_

Name and Title: \_\_\_\_\_

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(PART II)

AMOUNT APPROVED: \$ \_\_\_\_\_

DISAPPROVED:        (See attachment for appeal rights and reasons for denial.)

INSPECTION REQUIRED: Advise Rural Development when work is complete.

Approval Official: \_\_\_\_\_

Name and Title: \_\_\_\_\_

(DATE)