



## Reserve for Replacement Fund Request Asset Management Processing Checklist

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### GENERAL QUESTIONS

- Is request within the guidelines of the Regulatory Agreement?  Yes  No
- RS/NSP: Is request within HUD-4350.1 and MFA Mortgagor's Guide?  Yes  No  N/A
- 538: Is request within HB-1-3565 and MFA Mortgagor's Guide?  Yes  No  N/A
- Are all expenditures incurred within 120 days of the date of request?  Yes  No
- Is request prior to expenditure of monies?  Yes  No
- Is request an emergency request?  Yes  No

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### DOCUMENT REVIEW

- Mortgagor Certification complete and in compliance with HUD Handbook 4350.1, REV-1 or HB-1-3565.  
 Yes  No
- Letter included requesting the funds along with a detailed description of the work done or to be done; the description should identify the specific location including the dwelling unit (if applicable) in order to permit an inspection of the work without needing additional information about the work.  
 Yes  No
- A list of appliances and/or major components replaced along with a notation of whether or not the replacement items will be energy efficient products. If replacement items are not energy efficient products, justification is included in the letter.  
 Yes  No  N/A
- If the withdrawal request is a reimbursement for work that has been done, copies of the paid invoice(s) are provided with the request?  
 Yes  No  N/A

- If request is for “an advance from the Fund” i.e. for work not yet done, at least three formal or informal bids together with a copy of the bid specifications are attached?  
 Yes       No       N/A
  
  - If the lowest bidder was not selected did an explanation as to why is included in the letter?  
 Yes       No       N/A
  
  - Is the “Reserve Fund for Replacement Authorizations” form (HUD 9250) completed?  
 Yes       No       N/A
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