



MANAGEMENT BULLETIN #470

DATE: April 5, 2018

TO: Owners/Agents of Properties with IHDA Held Reserves

CC: Asset Management Department Staff

FROM: Asset Management Department, IHDA

RE: Reserve Request Instructions

SUMMARY:

IHDA is releasing a new [Reserve Request Form](#), as well as prepared more complete [Instructions](#) for Owners/Agents requesting access to property reserve accounts held by the Authority.

We believe the new Form, and readily available Instructions, will simplify access of reserve accounts for property Owners/Agents, and reduce delays associated with incomplete requests.

To that end, effective April 16th, 2018, IHDA will no longer hold or process incomplete requests. A request will be considered incomplete if it is submitted on a prior version of the request form or with inaccurate or missing documentation per the reserve request instructions. Incomplete requests will result in an electronically generated "Void" notice to the Owner/Agent submitting the request. Voided requests may be resubmitted with complete documentation as a new request.

Please note that implementation of these new requirements and procedures will not affect any requests submitted prior to the date of this notification.

Lastly, IHDA may continue to update the Reserve Request Form with input from users. When submitting a new request, please access the form directly from the IHDA website in order to make sure you are using the current version of the form.
