

Reserve for Replacement Requests – Effective 2/01/2020

Reserve for Replacement (RFR) disbursement requests and similar disbursement requests (operating reserve, property taxes and insurance handled by DCA Multifamily Asset Management must be emailed directly to the following email address for review:

dca.reserveandescrowrequest@maryland.gov

When emailing these types of requests, owners or managers must include in the body of the email or in an attached letter your request with the overall dollar amount. The subject line must be formatted as follows for RFR requests:

[Property Name] [DHCD Project ID#] - [Reserve or Escrow Account] [Transaction Type Request]

Example: **Maple Tree Apartments ID#10321– Reserve for Replacement Disbursement Request**

Additional information required:

- Completed and signed DCA Reserve for Replacement Request Form including the Mortgage/Management Agent Certification and RFR Request Worksheet;
- Copies of supporting invoices marked as paid;
- Copies of at least three (3) bids/proposals, if necessary; and
- Most recent Servicer/Bank Statement.

Generally, the processing time for the RFR disbursement request with all necessary documentation will be 30 days. DCA may delay processing or refuse to process requests if an owner has not made a good faith effort to resolve outstanding issues from management reviews, physical inspections, or other items. Requests may **not** be processed if audited financial statements or compliance reports/concerns are outstanding. **In most cases, invoices dated prior to one-year of the request submission date will not be processed. When submitting RFR request, please make sure not to submit duplicate invoices that have previously been submitted. Our recommendation is to submit RFR requests at least quarterly and within the same fiscal year.**

The new form can be located on the Maryland Department of Housing and Community Development website: <https://dhcd.maryland.gov> under Housing Development then under Multifamily Resources.