



MANAGEMENT BULLETIN #575

DATE: 04/15/2024
TO: Owners and Agents of IHDA Assisted and Financed Properties
CC: IHDA Asset Management Staff
FROM: IHDA Asset Management Department
RE: Reserve Request Withdrawal Form

SUMMARY:

The Asset Management department is pleased to announce the launch of our new Reserve Request Withdrawal Form, now available for immediate use. This initiative is part of our ongoing efforts to enhance our Reserve Request process while improving turnaround times and overall efficiency.

Our team has developed a more streamlined and user-friendly Reserve Request Withdrawal Form to simplify the submission process for any escrow and reserve request. This updated form incorporates revisions to improve clarity and accuracy when documenting reserve requests. Effective immediately, all developments are required to utilize the new Reserve Request Withdrawal Form for any reserve requests to ensure consistency and standardization across all submissions. Please note that outdated versions of the reserve request form will no longer be accepted or processed as of April 30, 2024. However, any requests submitted using the old form before this date will still be reviewed accordingly. Please share this bulletin and form with your organization's relevant staff to ensure a smooth transition.

We kindly request your cooperation in adhering to this update to ensure timely processing of your requests. A copy of the link to the form on the IHDA website has been included [here](#) as an attachment.

If you need help accessing or understanding the new form, our team can provide support and guidance. Please feel free to email reserverequest@ihda.org with any inquiries or clarifications.

Thank you.



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