

Replacement reserve requests for withdrawal can be made for the purpose of defraying the cost of replacing building structural components and equipment. Requests are received and reviewed by Lancaster Pollard then forwarded to HUD with a recommendation for approval. Once HUD provides approval, the disbursement will be processed.

Requests for withdrawal can be forwarded to Lancaster Pollard by electronic mail at [232servicing@lancasterpollard.com](mailto:232servicing@lancasterpollard.com). Please send no more often than quarterly (unless there is an emergency) and send only one request per email.

Please include the following information with your email:

- Within the subject line of the email, please reference one or more of the following:
  - FHA project name
  - FHA project number
  - Loan Number
- Include the following as attachments:
  - Completed HUD Form 9250 – Please use the correct form with the expiration date of 6/30/2017
  - Completed and signed HUD Form 9250A – Please use the correct form with expiration date of 6/30/2017
  - Invoices to support the amount being requested

Please note the following:

- The replacement reserve escrow must maintain a minimum threshold of \$1,000 per unit
- Invoices over a year old are not eligible for reimbursement
- Projects that require a permit should be preapproved before work begins