

ATTACHMENT 1 – MORTGAGOR CERTIFICATION and REQUEST DETAIL

Project Name: _____ Project No. _____
 Reserve Account Balance: _____ As Of: _____
 Monthly Deposits Required: _____ Date _____
 Number of Project Units _____ Number of Beds _____

We are requesting reimbursement / advance of \$ _____ from the Reserve for Replacement account of the subject property. Attached is a completed form HUD-9250. If requesting **advance**, included is a copy of signed contract which shows payment schedule and dates. Additional supporting documentation listed will be provided upon request. A breakdown of the services or materials purchased/requested is as follows:

*If there are two replacement reserve accounts – one for Realty, the other for Non Realty, please designate what reserve account applies

Name of Supplier	Description of Item or Work	Location or Unit No.	Date of Purchase	Check No.	Amount of Purchase	Realty or Non Realty *
TOTAL					\$	

I, _____, certify that: Funds expended **have been or will be** used for the work indicated in this request; I **have inspected/will inspect** the work and **have determined/will determine** that the damaged area(s) or equipment have been restored to as good or better condition; No mechanic's or material man's liens **have been or will be** attached to the property as a result of the repair; The repairs **have been or will be** completed in accordance with all applicable building codes and ordinances; All contract materials, supplies, and services, as applicable, have been obtained at the most reasonable costs and on terms most advantageous to the property. All discounts, rebates, and commissions have been credited to the property. Any expenditures that are determined in a review by HUD (or the Mortgagee) to be ineligible, will be repaid (from non-project funds) to the property's Reserve Fund. All goods and services purchased from individuals or companies with which the Owner, Operator or Management Agent has an identity-of-interest were or will be purchased at costs not in excess of those that would have been incurred in making arms-length purchases on the open market. (All identity of interest transactions must be specifically identified in the project's annual financial statements.)

Under the penalties and provision of Title 18, United States Code, Chapter 47, Section 1001, the statements contained in this request have been examined by me, and to the best of my knowledge and belief are true, correct, and complete. Signature (Mortgagor / Agent)

 Date: _____
 Name & Title (Authorized Agent of Mortgagor) _____

UPDATED CONTACT INFORMATION:

Name of Owner/Mortgagor	Name of Operator/Lessee (if any)	Name of Agent (If any)
Address: _____	_____	_____
Tel. No. _____	Tel. No. _____	Tel. No. _____
Fax No. _____	Fax No. _____	Fax No. _____
Email: _____	Email: _____	Email: _____