

Form 500 - Online Reserve Release Requests



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Form 500 - Reserve Disbursement Request

10/17/2002 9:54:02 AM

Project Number/Name: 1792

Owner/Agent: Mgmt Company Inc Fax # 740-587-7327 Email Address: email@mail.com

Preapproval Number:
(if applicable)

Description: roof building 3

Total Amount of \$5,000.00
Request:

Escrow Acct: DEV Asphalt/Concrete/Roof? N

Breakdown of services or material purchased:

Vendor Name	Description of Work or Purchase	Location (i.e. Unit #)	Invoice # and Date	Check # and Date	Amount	
Joes Roof Repair	roof	Building 3	12345 10/15/2002	5555 10/25/2002	\$5,000.00	Delete
					Detail Total:	\$5,000.00

No Paper Form to Fill Out!

Add Details

The Owner/Agent to determine that all repairs have been completed in accordance with applicable building codes and ordinances, and that the Vendor Management Agent has an identity-of-interest must be disclosed. All discounts, rebates, or commissions must be credited to the proper account. Expenses that are later determined by us to be ineligible must be paid from the Reserve Fund.

Instant Confirmation of your Request!

Cancel

Submit Request

What is the Form 500?

1. The newest eWHEDA online system.
2. It replaces the paper Form 500, allowing you to request releases from your reserve accounts electronically through our secure website.
3. You can request reimbursement directly into your project operating account for repairs, maintenance etc. per normal WHEDA policy.



How Do I get Started Using Form 500?

1. Have your Project owner complete a delegated administrator (DA) agreement and send to WHEDA. This identifies who will administer eWHEDA applications for your Organization.
2. WHEDA staff adds the new DA to our eWHEDA applications security system.
3. DA sets you up as a user of Form 500.
4. You log into eWHEDA services and fill out a Form 500 Request.