232 Healthcare Portal
Instructions for Lenders
Submitting a Reserve for Replacement Request for Lenders
SUBMITTING A RESERVE FOR REPLACEMENT REQUEST:

There are two types of Reserve for Replacement request submissions:

1. Lender Delegated:
   a. Approved by Lender:
      i. Follow instructions for Non-Lender Delegated submissions, also enter the “Total Accepted Amount”.
      ii. No further action required by HUD.

2. Non-Lender Delegated:
   a. May be Auto approved - No additional action required by HUD.
   b. Forwarded to AE for further review.

This section will provide instructions on submitting a Reserve for Replacement (R4R) requests submitted by HUD approved Lenders.

1. Click on the Asset Management tab.
2. Click on Reserve for Replacement Submission Form
3. Enter the Date of Borrower’s Request – This information comes from the date the Borrower/Agent signed the 9250a that was submitted.
4. The Date of Servicer’s Submission will populate automatically.
# Reserve for Replacement Submission Form

**Instructions:** Indicate the Fund for the request and provide the information for each section as requested.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Borrower’s Request*</td>
<td>07/01/2015</td>
</tr>
<tr>
<td>Date of Servicer’s Submission (Today’s Date)*</td>
<td>07/26/2015</td>
</tr>
<tr>
<td>FHA Project Number*</td>
<td></td>
</tr>
<tr>
<td>Property Name*</td>
<td></td>
</tr>
<tr>
<td>Property Address</td>
<td></td>
</tr>
<tr>
<td>Street Address*</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td></td>
</tr>
<tr>
<td>Zip code*</td>
<td></td>
</tr>
<tr>
<td>Is this request for an Advance?*</td>
<td>Yes (Please submit a signed 9250, 8250a. Executed contract, invoice or purchase order to support the amount being requested in advance)</td>
</tr>
<tr>
<td></td>
<td>No (Please submit a signed 9250 and 8250a)</td>
</tr>
</tbody>
</table>

*Please ensure the FHA Number is current and correct and that you are authorized access to this property.*
5. Enter the FHA Number of the property – you can either select the FHA number by typing at least the first digit or you can enter the entire FHA number, including the dash (-) to locate the FHA number of the property you are submitting a Reserve for Replacement request for.
6. If the property’s FHA Number is not available in your drop-down list, you can select the “Missing FHA Number” button and enter the required information and click Submit. Please note that if the property’s FHA Number is missing, you will have to submit the Reserve for Replacement Request to the Reserve for Replacement Team via e-mail (232R4Rrequest@hud.gov).
7. The Property Name automatically fills once the property’s FHA Number is selected.
8. Review the Property Address for accuracy:
   a. Street Address
   b. City
   c. State
   d. Zip Code

9. If any part of the address is incorrect, make the necessary changes, and an e-mail will be sent to HUD Administrators to be updated in our systems. Please note that this update may take 5 to 10 business days.
10. Select Yes if you are submitting as a Lender Delegate (complete the remaining sections of the form and send HUD your decision).
11. Select the appropriate radio button to verify if the request is for an Advance of funds (Please note that this is a required field):

   a. If the request is for an advance of funds, you will be directed to upload an unexpired OHP 9250, 9250a and any contract or evidential information you may have regarding this request.

   b. If the request is not for an advance of funds, you will attach an unexpired OHP 9250 and 9250a.
12. How many units does the facility have? - Enter the number of units in the facility – this amount is the number of rooms the facility is licensed for.
13. Reserve Account Balance - Enter the Reserve Account Balance for this property.
14. As of - Enter the date of which you are providing the Reserve Account Balance for.
15. Please Verify Reserve Account Balance - Re-enter the Reserve Account Balance for validation purpose.
16. Total Purchase Amount - Enter the amount of the total purchase amounts.

- **Is Lender Delegate?**
  - Yes
  - No

- **Is this request for an Advance?**
  - Yes: (Please submit a signed 9250, 9250a, Executed contract, invoice or purchase order to support the amount being requested in advance)
  - No: (Please submit a signed 9250 and 9250a)

- **How many units does the facility have?**

- **Reserve Account Balance**
  - as of

- **Please Verify Reserve Account Balance**

- **Total Purchase Amount**

- **Total Requested Amount**

- **Is any single item more than $50,000?**
  - Yes: (Please submit three bids for each item exceeding $50,000)
  - No
17. Total Requested Amount – This is the amount that’s being requested for reimbursement.
18. Is any single item greater than $50,000 - Select the appropriate radio button to determine if there is any single item greater than $50,000.
   a. If yes, please submit three bids for each item exceeding $50,000.
   b. If no, continue to the next questions.
19. Were any of the items purchased more than 365 days ago? – Select the appropriate radio button to determine if there is any purchase more than 365 days older than the R4R request.
   a. If yes, please submit all invoices, receipts, contracts, pictures, etc.

20. Does the R4R request propose remodeling, adding to, subtracting from, reconstructing, or demolishing a portion of the mortgaged project? - Select the appropriate radio button and attached documents accordingly.

21. Is the release being used to cover any portion of the mortgage? – Select the appropriate radio button and attached documents accordingly.

22. Servicer Comments – Select the appropriate radio button to signify that you would like to leave a comment. You can enter up to 50 characters into this field, to be seen by HUD.
23. Enter the required Evidential Information, such as the most current 9250, 9250a and any additional documents identified throughout the submission process.

24. Attach Other - Attach documents that cannot be titled as an Invoice, receipt, contract, or picture.
   
   a. If you attach “Other” documents, please describe the type of document you are submitting.

25. Submit – Click submit when you have entered all required information and attached all required documents.

26. Read and accept the Acknowledgement language before submission.
27. Click “Submit”.

a. If you are a Lender Delegate, your recommendation will immediately be captured, and you will receive an e-mail notifying you of HUD’s receipt of the Reserve for Replacement Decision.

b. If the submission is not Lender Delegated, and the request is auto-approved, you will receive an e-mail notifying you of the auto-approval.

c. If the submission is not Lender Delegated or auto-approved, you will receive an e-mail, notifying you of the request being reviewed by the HUD Account Executive (AE).

i. Following HUD AE review/decision, you will receive an e-mail containing the results of the request.

28. After submitting the request, the Portal will automatically take you to the “My Task” section of the Portal where you can view the submission and its status. The “⏸” (pause symbol) = Awaiting Action from someone else, the “⏹” stop symbol = All Actions are Complete, the “▶” (play symbol) = Awaiting action from you.

You have now submitted a Reserve for Replacement request for this property.