

SAMPLE REIMBURSEMENT REQUEST
FOR REPLACEMENT RESERVES

<PROPERTY NAME>

Vendor/ Contractor	Invoice # Included	Canceled Check # Included	Executed Unconditional Lien Wavier Included <i>(if in excess of \$5,000 per Vendor/Contractor)</i>	Amount Paid	Descriptio n of Work
Bert's Carpet	12345	1001	N/A	\$500.00	Carpet/Pad
Carole's Windows	67890	1002	N/A	\$900.00	Window Replacement
Beth's Roofing	11111	1003	N/A	\$1,000.00	Roof Replacement
Dennis' Furnace	22222	1004	N/A	\$2,000.00	Furnace
Sharon's Heating & Air	33333	1005	Included	\$5,000.00	Air Conditioner
Edie's Ovens	44444	1006	Included	\$6,000.00	Ranges
Karen's Appliances	55555	1007	Included	\$7,000.00	Refrigerators
Total Amount Requested				\$22,400.00	Replacement Reserves

**SAMPLE REIMBURSEMENT REQUEST FOR
TENANT IMPROVEMENTS & LEASING COMMISSIONS**

<PROPERTY NAME>

<i>Vendor/ Contractor</i>	<i>Invoice # Included</i>	<i>Canceled Check # Included</i>	<i>Executed Unconditional Lien Wavier Included</i> <i>(if in excess of \$5,000 per Vendor/Contractor)</i>	<i>Amount Paid</i>	<i>Description of Work</i>
Bert's Carpet	66666	1101	N/A	\$500.00	Carpet/Pad
Joe's Sheetrock	77777	1102	Included	\$5,400.00	Walls Installed
Total Amount Requested				\$5,900.00	Tenant Improvements

<i>Vendor/ Contractor</i>	<i>Invoice # Included</i>	<i>Canceled Check # Included</i>	<i>Executed Tenant Lease Included</i>	<i>Amount Paid</i>	<i>Description of Work</i>
Leasing Company # 1	88888	1201	Included	\$800.00	ABC New Lease
Leasing Company # 2	99999	1202	Included	\$2,500.00	XYZ New Lease
Total Amount Requested				\$3,300.00	Leasing Commissions