Missouri Housing
Development Commission

MHDC

Operating Reserves – Submission Instructions

Begin the process of by selecting the "Other Reserve" module in AMRS. Using the "Type" filter, select "Operating Reserve," then click on the green "+ ADD" on the right to open the input screen.

The following items will be required to be entered and uploaded into the AMRS system before an operating reserve request may be processed:

- o   Must provide copies of invoices and cancelled checks (if applicable) for all work/services performed.
- o   Must provide each vendor's full name and vendor billing information so MHDC can pay vendor directly.
- o   Each vendor must have a Form W9 on file with MHDC, or a W9 must be uploaded with the request.
- o   Must provide before and after pictures of all items replaced/repaired.
- o   Must provide a **current** internal Balance Sheet, Income Statement, and the most recent Accounts Payable Aging report.
- o   MHDC will review the request, and the status of the request will be reflected in AMRS when the review is complete.