



To: All Owners and Managers

From: Bob Conroy, Director of Asset Management

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I. Form MD-130 – Request for Release of Restricted Funds

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A new MD-130 Request for Release of Funds has been approved for use effective 7/1/19. Several changes to the process have also been made as a result of discussions with the MREMA Policy Workgroup.

A hyperlink to the updated form is provided below, it will direct you to the Property Management Forms page of the MaineHousing website. The form can be found under “Other Forms & Templates” and is titled “MD-130 Request for Release of Restricted Funds.

The use of the new MD-130 form will be required as of 8/1/2019. Any MD-130 requests submitted after this date in an old format will be returned for correction and resubmission.

**2019 MaineHousing MD-130 Request for Release of Restricted Funds Form
- Summary of Changes -**

Process Changes:

- MaineHousing will no longer send cover letters with payments for:
 - Taxes
 - Insurance
 - Vendors
- MaineHousing will no longer be sending checks to the banks. Checks will be sent directly to the Owner/Manager for deposit.
- If MaineHousing makes payment directly, a copy of the approved MD-130 including the check number will be emailed to the Owner/Manager.

Instructions for MD-130 Requests

MD-130s submitted to MaineHousing **must** be completed with backup documentation attached in order to be considered for review and payment.

- Payment Method
 - Choose the appropriate payment method by clicking/selecting the circle.
- Reason for Withdrawal/Use of Funds
 - Provide detailed information including unit numbers as applicable.

- Backup Documentation
 - Items to include; invoices, copies of payment, confirmation of prior approval, lien waivers (as applicable).
- Submission of MD-130
 - All MD-130 requests must be sent to eprocessing@mainehousing.org

Questions concerning process and/or form changes should be directed to Terry Taylor @ eprocessing@mainehousing.org or (207) 624-5790.

Attachments and Hyperlinks:

- [MD-130 Request for Release of Restricted Funds](#)

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

