



Dear Borrower:

Please find a summary of the general procedures to be followed when requesting a reserve disbursement from Midland Loan Services. **Please email all documents listed below and this form to Reserve department**  
 Email to: [Reserve.Department@midlandls.com](mailto:Reserve.Department@midlandls.com).

MLS Loan Number:
Borrower Name:
Property Name:
Contact Name / Phone / Email:

**Disbursement request checklist**

Document	Y/N or N/A
Signed and completed Midland draw request form.	
Officer's Certificate (refer to Loan Agreement for specifics)	
Copies of paid itemized invoices with applicable property address included.	
Copies of checks with accompanying bank statements or front & back copies of cancelled checks as proof of payments.	
Lien waivers evidencing that the work has been completed lien free	
Copies of any construction contract and the plans and specifications for the work (if applicable).	
Copies of all building permits and other authorizations from government agencies as required for the completion of work (if applicable)	
The cost breakdown of the work showing all amounts disbursed to date and the amount of proceeds required to complete the work (if applicable).	
Title search for the property indicating that the property is free of liens, claims and other encumbrances not previously approved by lender (if applicable)	
W9 for each vendor (Only applicable if you are requesting for two party check)	
Provide tenant leases, Estoppels, current rent roll, amendments, & brokerage agreement for TILC requests.	
In the event of a change of Property Management, a copy of the current management agreement will be required.	

An administrative fee will be assessed for each disbursement and will be deducted from the appropriate reserve account, not to exceed any disbursement fee amount expressly stated in the loan documents (if applicable). The administrative fee may vary based on amount of requested funds and complexity of review, among other factors. Additional fees may apply for (but not limited to) joint checks, stop payments, initial reserve set-up, architectural and/or engineering reports, property inspections, and denied or withdrawn requests. If you have questions, please contact the Midland Reserve Administration Department at (800) 327-8083 between 8:00 am and 5:00 p.m. Central Time or email at [reserve.department@midlandls.com](mailto:reserve.department@midlandls.com).

Sincerely,

Midland Loan Services, a PNC Real Estate business  
 Reserve Administration Department

**Member of The PNC Financial Services Group**  
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 800-327-8083  
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