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Disclaimer: The information provided herein may not be a complete statement of the requirements under the MHT Master Ground Lease (“Ground Lease”) or the applicable CC&Rs. If there is any conflict between this document and the Ground Lease or the CC&Rs, the terms of the Ground Lease and the CC&Rs shall govern.

What do I need to do to make an exterior repair or replacement on my MHT home?

[Refer to MHT Ground Lease Article 7.3 and 7.6](#)

[Refer to MHT Home Purchase Policies Section IID](#)

Then complete the steps below:

<u>Process</u>
1. Decide what repairs or replacement your home’s exterior requires
2. Review the Ground Lease and Homeowner’s Policy to ensure repairs are eligible for reimbursement
3. Contact MHT staff to confirm intended repairs are eligible for reimbursement from the ERRR fund and that MHT will approve the use of such funds in accordance with Section 7.6 of the Ground Lease.
4. Obtain estimates from licensed contractors and submit to MHT and complete form below for MHT approval.
5. Confirm with MHT staff the cost of repairs matches funds available in your ERRR account.
6. MHT, in its sole discretion, will distribute funds for approved and completed work

Homeowner Exterior Repair and Replacement Reserve Request Form

Property address: _____

Homeowner name(s): _____

I would like to request the use of my home’s Exterior Repair and Replacement Reserve designated for the above listed property for the following repairs/maintenance:

_____.

I have attached signed bids for the work and certify that the signed bid reflects only work that comply with the fund’s intended use as outlined in Section 7.6 of the Ground Lease.

Amount Requested: _____

Name of licensed contractor for requested work: _____

List materials being used (quality is same or better than current materials) and include warranty details: _____

Homeowner signature: _____

Date: _____

MHT Use:

Eligible uses outlined in ground lease/deed restriction:

Current fund balance: _____

REQUEST APPROVED / DENIED (state reason): _____

AMOUNT APPROVED: _____

Signature & Title: _____

Date: _____