



# Important Update Regarding Draw Requests

As part of our ongoing efforts to streamline our processes and ensure timely, consistent service, we are implementing a new draw request processing schedule **effective April 6, 2026.**

**EFFECTIVE APRIL 6, 2026, DRAW REQUESTS WILL BE PROCESSED ON TUESDAYS AND THURSDAYS ONLY.**

*Here is what this means for you:*

## Submission Window

You may continue to submit draw requests at any time. Our submission portal remains open around the clock for your convenience, BUT to be included in that day's processing run, your draw request must be received by 11:00 AM (CST) on the respective Tuesday or Thursday. Any draw request received after the 11:00 AM cutoff will automatically roll over to the next scheduled processing day (whichever Tuesday or Thursday comes next).

## Processing & Payment Schedule

Payments will only be remitted on Tuesdays and Thursdays each week.

## Incomplete Draw Requests

If your draw request is reviewed and it is determined that required items or documentation are missing, you will receive an email notification outlining exactly what is needed and how to resolve it. Your request will then be re-reviewed on the next scheduled processing day.

Your Draw Request will **ONLY** be remitted if **ALL** required items are present in the shared folder on the Tuesday or Thursday your request is reviewed.

As a reminder, our draw request is a simple and straightforward 3 step process. Please follow the steps below and ensure all required documentation is included prior to submission:

1. Enter all repair expenses in your RHM Loan Tracker.
2. Upload the following required documents to your Shared Folder:
  - a. Receipts/Invoices – Required for all expenses exceeding \$2,500.00
  - b. Lien Waivers – Required for **ALL** contractor and labor expenses
  - c. Photos/Videos of Completed Work – Required for **ALL** draw requests
3. Complete and submit the [Draw Request Form](#).

*Ensuring all required items are included at the time of submission will help avoid delays and keep your draw request within your intended processing cycle.*

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We appreciate your cooperation in helping us maintain an efficient and streamlined process for everyone!

– The REIA Hard Money Team