



Sig Ep National Housing, LLC
310 South Boulevard
Richmond, Virginia 23220
804 353-1901 • www.SigEp.org

Equity Management Fund Withdrawal Request

Sig Ep National Housing created the Equity Management Fund (EMF) as a savings vehicle for AVCs to earn favorable rates of return on surplus funds. In turn, these funds are used to advance SigEp housing initiatives across the country.

Withdrawals are limited to no more than one per quarter. SigEp National Housing requests advanced notice of at least 90 days for withdrawals over \$100,000. Reasonable advance notice is requested for all other withdrawals. Funds will be disbursed no later than 30 days after receipt of the completed withdrawal request and all requested supplemental documentation.

To submit this form or for questions, please contact:

Cassandra Ratti
Executive Assistant
SigEp National Housing
310 South Boulevard
Richmond, VA 23220
(804) 823-9348
cassandra.ratti@sigep.net

Please complete the following sections:

- I. Withdrawal Request Summary
- II. Alumni & Volunteer Corporation

Please submit the following supplemental documentation:

- AVC Articles of Incorporation/Organization and AVC Bylaws
- AVC Motion - Approving Withdrawal Amount Requested

I. Withdrawal Request Summary

Chapter: _____

Date: _____

Withdrawal Request Amount: \$ _____

Intended use of funds:

- Purchase of House
- Repairs
- Remodeling
- Life Safety Improvement
- Residential Learning Improvement
- Other (Please explain)

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

II. Alumni & Volunteer Corporation

Legal Name: _____

Current Officers

President: _____

Email: _____ Phone: _____

Vice President: _____

Email: _____ Phone: _____

Treasurer: _____

Email: _____ Phone: _____

Secretary: _____

Email: _____ Phone: _____

This request is made on behalf of the Alumni and Volunteer Corporation. Proceeds from this withdrawal will be used only as explained in the preceding withdrawal request form.

Signature _____ Name _____

Date _____