VirtualHOA.com

HOA Homeowner Reimbursement Form

To receive reimbursement for HOA expenses, please fill out this form:

HOA Name: _____

Homeowner Name: _____

Unit #: _____

🗓️ Date	👷 Vendor	❓ Purpose of Expense	💲 Amount

Total Amount (💲): _____

Receipts Required

Receipts must be attached to show proof of payment.
Receipts must show the date, vendor/location, method of payment, and item purchased.

_____ _____

Homeowner/Requestor Signature Date

- 📨 Email this completed form and receipts to: **ap@virtualhoa.com**
- 🔎 This request will be sent to your Board of Directors to review and approve. Reimbursement will only be issued upon the Board's approval.
- 📬 Reimbursement will be issued via check to the mailing address on file, made payable to the legal homeowner's name(s) on file.