

REFUND REQUEST FORM

The City of Leander collects escrow deposits during various phases of the subdivision and site development process. The purpose in this form is to request a refund of the deposit once the project is completed. Please contact the Development Services Department at 512-528-2823 or wriley@leandertx.gov to submit the request.

INSTRUCTIONS

- Fill out the request form completely prior to submission.
- Upon receipt of the completed form, the Parks Department will conduct an inspection of any required recreation improvements if the request is associated with a recreation improvement deposit.

TYPE OF REQUEST

Select the type of refund requested:

- | | |
|---|---|
| ☐ Recreation Improvement Deposit | ☐ Site Development / Conditional Certificate of Completion Deposit |
| ☐ Development Agreement Deposit | ☐ Other: _____ |

PROJECT INFORMATION

Agreement Name: _____	Project Number: _____
Original Payer: _____	Company Name: _____
Address: _____	City, State, Zip: _____
Phone Number: _____	Email: _____

Pay Refund of Funds to (select one):

- ☐ Original Payer
- ☐ New Contact for Original Payer or updated address (contact information listed below):

Contact Name: _____	Company Name: _____
Address: _____	City, State, Zip: _____
Phone Number: _____	Email: _____

Amount of Original Deposit: _____ Refund Request Amount: _____

How do you want to receive the payment:

- ☐ Mailed Check ☐ Pick Up Check

REQUIRED SUPPORT INFORMATION:

- ____ 1. Refund Request: _____
- ____ 2. Invoices confirming that the installed recreation improvements meet the requirements (if applicable).
- ____ 3. Confirmation that work is complete for site development escrow deposits.