Knight Frank

# Request for refund OF DEPOSIT

Site Name: _____Unit _____

☐ Owner ☐ Tenant ☐ Contractor ☐ Others

Contact Details _____ (Mobile) _____ (Home) _____ (Email)

*Cheque issued to: _____

(Please write the Payee Name [name as in bank account] in block letter for issuance of refund cheque)

*** The name of cheque issued to should match with receipt name, if not please photocopy claimant's identity document**

| S/N | Description | Amount ($) | Receipt Number | Receipt Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Remarks**: _____

_____

I hereby request for the refund of the above deposit(s) which will be processed around 6 weeks in the form of a cheque upon complete submission of the original receipt and all other relevant documents.

By filling up and submitting this form, I consent to the collection of my personal data and its use by the Development and its agents for the purpose of this application. The Development is entitled to retain the information for audit purposes.

_____ _____ _____

Name of Claimant | Signature of Claimant | Date

## TO BE COMPLETED BY MANAGEMENT OFFICE

☐ Approved upon verification of no damage was caused to the common property of the above Site.

☐ Please deduct a sum of S$_____ and refund the balance of S$_____ due to the following damage(s)_____

_____

_____

Verified by _____ Approved by _____ Date: _____

(Name & signature of CM) (Name & Signature of TM/BUH)

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