
ESCROW 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 Planning Department at 512-528-2750 or planning@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:

- | | |
|---|---|
| <input type="checkbox"/> Recreation Improvement Deposit | <input type="checkbox"/> Site Development / Conditional Certificate of Completion Deposit |
| <input type="checkbox"/> Development Agreement Deposit | <input type="checkbox"/> Other: _____ |

PROJECT INFORMATION

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

Pay Refund of Escrow Funds to (select one):

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

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

Amount of Original Deposit: _____ Refund Request Amount: _____

REQUIRED SUPPORT INFORMATION:

___ 1. Refund Request: _____

___ 2. Invoices confirming that the installed recreation improvements meet the requirements (if applicable)