



REQUEST FOR REFUND

This document must be completed and signed by the relevant applicant requesting a refund from City Property Administration. A copy of the applicant's ID/Passport, the receipt/s, a certified copy or original bank statement and a copy of the detailed ledger highlighting the receipt/s must be attached.

I,, ID/Passport number.....
hereby request that my payments made to City Property Administration be refunded. Please refer to my banking details below into which the refund should be deposited.

Building name: Unit number:

Bank name: Branch name:

Branch code: Account holder name:

Account number: Type of account: Cheque ☐ Savings ☐

Receipt number: Receipt amount:

Less lease fees:
(as agreed to in the application form)

Total being refunded:

Reason for refund:

.....

Type of refund: Normal ☐ Cancelled ☐

(Office use only)

.....
Applicant's signature

.....
Date

.....
Requested by: (Please print name)

.....
Authorised: Manager

FOR BANKING DEPARTMENT USE ONLY

Employee	Instruction	Signature
	Confirm that the receipt amount is still outstanding	
	Transfer R..... From: To:	
	Capture receipt reversal for R on tenant number: Narrative:	
	Capture receipt reversal for R on building number: Narrative: Refund	
	Delete from cash book	
	Delete from suspense recon	