

## CONSTRUCTION BOND REFUND CHECKLIST

Date Received : \_\_\_\_\_  
Project : \_\_\_\_\_  
Complete Name of Payee : \_\_\_\_\_  
Unit No. : \_\_\_\_\_  
TIN of Payee : \_\_\_\_\_  
Authorized Rep (if any) : \_\_\_\_\_

*Please check the following boxes below, put N/A if not applicable:*

- ☐ Request for refund
- ☐ RFP (signed by Admin and PM)
- ☐ Acknowledgement receipt (original copy)
- ☐ TIN of check Payee
- ☐ Valid ID of check payee
- ☐ Valid ID of authorized representative (if any)
- ☐ Authorization letter (if payee authorizes someone to process, claim and name of the check in behalf of the owner)
- ☐ Clearance from PMO (construction checklist with Inspection Report)
- ☐ Photos of unit (optional)
- ☐ Check details of the check payee for deposit purposes

Account Name	Bank	Address	Account No.

Prepared by:

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Building Administrator