

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:

Building Administrator