



**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 by: (General 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	