



# REFUND APPLICATION – Occupancy Programs Division

## PROPERTY MAINTENANCE AND DEVELOPMENT SERVICES DEPARTMENT

### I. REFUND REQUEST

PROPERTY ADDRESS: \_\_\_\_\_ DEARBORN, MICHIGAN 4812 \_\_\_\_\_

TYPE OF REFUND:  Inspection Fee  Agreement Fee  Other \_\_\_\_\_

REASON FOR REFUND:  No longer selling property  
 No longer purchasing property  
 Other \_\_\_\_\_

### II. APPLICANT INFORMATION

Mail refund to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### III. IMPORTANT INFORMATION

- Refunds are made to the applicants of an inspection or Residential Compliance Agreement, as indicated on the Sale Application, Inspection Request Form or Residential Compliance Agreement. If a refund is being requested by another person, the original applicant must provide a signed and notarized document indicating that the refund may be issued to someone else.
- Refunds are processed after fifteen (15) business days have passed since the original payment was made.
- Please allow fifteen (15) business days for processing. Your check will be mailed to you.
- A \$25 processing fee will apply to all refund requests.

#### FOR OFFICE USE ONLY:

Amount Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Case No#: \_\_\_\_\_  
Processing Fee: \$ (25.00)

Amount to be Refunded: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Correction Group #: \_\_\_\_\_