

REQUEST FOR REFUND OF DEPOSIT

Name: _____
Contractor: _____
Address: Block No.: _____ Unit No.: _____
Email: (Home) _____ (Office) _____
Telephone No.: (Home) _____ (Office) _____ (HP) _____

Refund for:

- [] Deposit for Renovation Works
[] Deposit for Moving-in / Moving-out
[] Deposit for use of Barbecue Pit
[] Deposit for use of Function Room
[] Other _____

Date of Completion of work/usage: _____
Amount to be refunded: S\$ _____

- [] – There is no damage caused to the Common Property.
[] – The following damages to the Common Property were caused:

Please deduct a sum of S\$ _____ and refund the balance of S\$ _____

Bank Account Details: _____

By providing your personal data (e.g. name, contact or vehicle number) to us, you agree that MCST 3634 ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

Signature

Date Received

FOR OFFICIAL USE

Your application for refund is * **approved** / **not approved** by the Management.

Amount Refunded: S\$ _____

Name & Signature of Approving Officer: _____

Date of Issue: _____