



## Escrow Refund Request Form

### 1. Project Information

- **Project Address:** \_\_\_\_\_
- **Escrow Account Number:** \_\_\_\_\_
- **Project Name (if applicable):** \_\_\_\_\_

### 2. Requestor Information

- **Name:** \_\_\_\_\_
- **Company (if applicable):** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

### 3. Escrow Details

- **Original Escrow Amount:** \$ \_\_\_\_\_
- **Total Amount Used:** \$ \_\_\_\_\_
- **Remaining Balance Requested for Refund:** \$ \_\_\_\_\_

### 4. Certification

I hereby request the refund of unused escrow funds for the above-referenced project. I acknowledge that all project-related expenses have been paid or accounted for, and no outstanding invoices remain to be charged to this escrow account.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



VILLAGE OF  
**PINCKNEY**

220 S. Howell  
Pinckney, Michigan 48169  
734.878.6206  
734.878.9749 Fax  
www.villageofpinckney.org

**5. Village Review (Office Use Only)**

- **Escrow Balance Verified:**  Yes  No
  - **All Invoices Paid:**  Yes  No
  - **Minimum Balance Requirement Met / Cleared:**  Yes  No
  - **Approved Refund Amount:** \$ \_\_\_\_\_
  - **Reviewed By (Office Manager):** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
  - **Approved By (Clerk/Treasurer):** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
- 

**6. Processing Information (Office Use Only)**

- **Check Issued #:** \_\_\_\_\_
- **Date Issued:** \_\_\_\_\_
- **Method (Check / ACH):** \_\_\_\_\_