Today’s Date

City of Austin

Development Services Department

PO Box 1088

Austin, Texas 78767

Attn: Service Center

Subject: **Close Existing Escrow Account**

I want to close out and refund my City of Austin Development Services Escrow account. I understand that refund will be provided by check mailed to the address listed below. Once your request has been processed, the refund may take up to 6 weeks to be received.

|  |  |
| --- | --- |
| Printed name of Escrow Account Holder: |  |
| Signature of Escrow Account Holder: |  |
| Escrow Account Number: |  |
| Street Address or PO Box |  |
| City |  |
| State |  |
| Zip Code |  |

Thank you.  
  
  
  
First Last Name  
Company Name  
Address  
Phone