

COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • businessoffice@walnutcountry.com • www.walnutcountry.com

KEY DEPOSIT REFUND REQUEST

Per the Association's current Lot Rental Policy, a \$100 deposit is required for tenants who wish to obtain a key to use the Dog Parks. If you are a tenant and are moving out, or are an owner who is renting out your unit and paid the cost of the deposit on behalf of your tenants, please fill out this form to request a refund of the \$100 Key Deposit. Please note that your deposit will only be refunded once the original Dog Park key has been returned to the Business Office. You may return the key along with this form to the Business Office during normal business hours (Monday-Friday, 9am to 5pm) or drop both off in an envelope in the mail slot near the office front door at any time.

Note: Please allow 3-4 weeks for processing and approval of your refund request. Your deposit will be refunded via check and mailed to the address provided on the form below.

REFUND REQUEST INFORMATION | *To be filled out by the individual requesting the deposit refund*

CHOA Property Address

Name of Individual Requesting Deposit (*who the refund check will be made out to*)

Phone Number

Email Address (*so we may contact you if there are any issues*)

Forwarding or Mailing Address (*where the refund check will be mailed*)

OFFICE USE ONLY | *Please leave this area blank – will be filled out by Association staff*

Dog Park Key #:

| Original Deposit Amount: \$

| Deposit Check #:

Name on Check:

| Return Date of Key:

Staff Name

Staff Signature

Date