

Montgomery Trace Property Owner's Association

REQUEST FOR REFUND
OF
PROPERTY OWNERS RESPONSIBILITY DEPOSIT

**REQUESTS MUST BE SUBMITTED IN ORIGINAL FORM.
FAXES WILL NOT BE ACCEPTABLE.**

1. Property owner should first review the MTPOA Standard Practice Bulletin, “**Property Owner’s Responsibility Deposit**”. A copy of this Bulletin may be downloaded from the website *www.montgomerytracepoa.com*, or obtained by contacting the Association’s property management company.

Chaparral Management Company
Mailing Address: P.O. Box 681007, Houston, TX 77268-1007
Physical Address: 6630 Cypresswood Drive, Suite 100, Spring, TX 77379
Telephone: 281-537-0957

2. Property owner should fill in all of the blanks and answer all of the questions in Table 1 on Page 2 of 2.
3. Property owner should sign and date the form in the space provided.
4. This Request for Refund form must be delivered, either by hand or via regular mail, to the offices of the Association’s property management company at the location shown above. Request for Refund forms cannot be accepted by Board or ACC members.

Criteria for Considering and Approving Refunds

Requests for refund will be considered only after the following criteria have been met.

- a. All projects have been completed in accordance with the approved plans and any special conditions of approval. The residence/garage/culvert/driveway/septic system projects must always be completed; special conditions, if any, must be met; and linked projects, if any, must have been completed.
- b. The primary residence must be ready for occupancy.
- c. Trash and debris must have been removed and dumpsters and/or trash containment facilities must have been removed.
- d. All signs must have been removed from the property.
- e. Owner’s assessment account must be current.
- f. Deed Restriction violation issues, if any, must have been cleared.

Timing

The objective is to get refund checks mailed to the owner within three (3) weeks of the date the Request for Refund form is received in the office of the property management company. Achieving this objective is, however, dependent on the personal work schedule of the volunteer ACC liaison who must make the required inspection and on the property management company who prepares checks. Therefore, the time required to mail a refund check might be as long as four (4) weeks depending on the circumstances.

