

**Lumpkin County
Parks and Recreation Department**

Security Deposit Refund Request Form



Make Check Payable To: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Refund Amount Due: _____ Reason: _____

Program: _____

Participant's Name: _____

Security deposit refunds will be processed only after the facility has been inspected by Lumpkin County Parks and Recreation Department staff and found to be free from damage and other items in accordance with the rental agreement. Deposit checks are processed every two weeks. Lumpkin County reserves the right to withhold the security deposit in full or in part should damages exist or cleaning costs exceed the terms stated in the rental agreement.

Signature: _____ Date: _____

– Office Use Only –

Charge to Account Number: 100 – 004 – 61220 – 00038 - 381003

Staff Signature: _____ Date: _____