

Bond Refund Authorization Letter Information

PLEASE NOTE: Unless specifically noted through documentation agreed upon by the City of Southfield Engineering Department and the respective entity, documentation requesting the authorization of bond deposit refunds to be held, transferred, or returned to: (1) an entity other than that which has submitted a bond deposit; (2) an address other than that which is listed on the payment of the bond deposit; (3) or an individual that has been given authorization by such submitted letter, shall be submitted with each permit application as an attachment or submitted to be referenced to a given permit.

Please provide the following information on letter head as a PDF addressed to:

City of Southfield
Attn: Engineering Department

- 1) Specify the requested action. This should include why the request is being submitted, along with the information that is relevant to the request. Some examples may include:

If an entity is requesting that the City of Southfield Engineering Department allow an individual to pick up a bond refund on their behalf, please provide this individual's name, contact information (phone and email), local branch/office address, and any other pertinent information.

If an entity is requesting that the City of Southfield Engineering Department return bond refunds to a different entity, or a different address (branch/local office/division, etc.), other than that which is listed on the submitted bond deposit, please provide the respective information of the entity to which the bond refund should be returned. This should include the entity's name, full address, a primary contact with corresponding information (name, title, phone, e-mail), and any other pertinent information.

- 2) Indicate whom is giving this authorization and provide their respective information (name, title, phone, e-mail, branch/local office address).