

Security Deposit Refund Checklist

To be completed by the building company requesting the return of the security deposit.
Checklist to be attached to builders letter for refund.

Date Inspected:	
Building Licence:	
Lot Number:	
Address:	
Suburb:	
Receipt Number:	

All works have been completed	YES	NO	NA
Council has been sent pre-existing photos of damage			
Kerb, footpath and road has been cleaned of sand			
Crossover installed –Crossover must be installed prior to request for inspection by the City of Kwinana			
Removed street tree has been replaced			
Crossover is constructed one meter away from side entry pit (SEP)			
Crossover is constructed 0.5 meter from side of boundary			
Verge is shaped at a grade of 2% from back of kerb to boundary, excess sand and other building materials have been removed from verge.			

I confirm that this property has been inspected and all the above works have been completed to the City of Kwnana’s specification and guidelines. We request the return of the security deposit bond once a final inspection by the City is completed.

Name of Inspector: _____

Building Company: _____

Builders Stamp: