

Reimbursement Agreement Application

Project Title:	
	Project Address/Location:
Project Description:	1
Project No.: For City Use Only	Internal Order No.: For CITY USE ONLY
Deposit Trust Fund Account Information: A deposit into a Trust Fund account with an initial deposit to pay for the review, inspection and/or project management services is required. The initial deposit is drawn against to pay for these services. The Financially Responsible Party will receive a monthly statement reflecting the charges made against the account, and an invoice when additional deposits are necessary to maintain a minimum balance. The payment of the invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.	
FINANCIALLY RESPONSIBLE PARTY	
Name/Firm Name: Address:	E-mail:
City: State: Zip Code:	Telephone: Fax No.:
Financially Responsible Party Declaration : I understand that City expenses may exceed the estimated advance deposit and, when requested by the City of San Diego, will provide additional funds to maintain a positive balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the trust account, unless the City of San Diego approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested advance deposit is received.	
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For more information, please visit our web site at www.sandiego.gov/planning.

Upon request, this information is available in alternative formats for persons with disabilities.