



DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO

**CHECK OWNERSHIP / REFUND AFFIDAVIT/ DEPOSIT RECEIPT**

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ Phone #: \_\_\_\_\_

**Type of Deposit (check one)**

<input type="checkbox"/> Letter of Credit	Amount _____	Reference #: _____
(Information below does not need to be provided for Letter of Credit)		(Letter of Credit)
<input type="checkbox"/> Cashier's Check	Amount _____	Reference #: _____
		(Cashier's Check)

**I am depositing this check for the landscape project located at: \_\_\_\_\_ pursuant to the Landscape Security and Right of Entry Agreement mandated by the Chicago Landscape Ordinance.**

**This check is from: \_\_\_\_\_ (Owner). Upon completion of the landscaping project and passing landscape inspection, I will send a Landscape Refund Request seeking a full refund of the security deposit payable to company / owner of the check at the below referenced address:**

Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEPOSIT RECEIPT**

Received From - Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Owner Signature: \_\_\_\_\_  
\_\_\_\_\_

Examiner receiving deposit – Print: \_\_\_\_\_

Sign: \_\_\_\_\_

I affirm that the information is true and accurate.