

HARBOR ISLAND OWNERS ASSOCIATION  
REFUND REQUEST FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt Number: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Check: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

*For Security Gatehouse use only*

Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office use only*

Security Supervisor: \_\_\_\_\_ Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Date: \_\_\_\_\_

Island Manager: \_\_\_\_\_ Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Date: \_\_\_\_\_

Book Keeper: \_\_\_\_\_ Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Date: \_\_\_\_\_

Check No.: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

**HARBOR ISLAND OWNERS ASSOCIATION  
SECURITY DEPARTMENT  
GATE FEE REFUND POLICY**

Refunds are not given at the Security Gatehouse. If a refund is requested, it must be processed through the Harbor Island Owners Association Office. The Island Manager and the Security Supervisor must review, approve, or disapprove all requests. Approved refunds will be mailed in check form.

The following must be completed in order to request a refund:

The Gatehouse Refund Request Form must be completed and returned to the HIOA Security. The Request Form can be picked up at the Security Gatehouse.

A copy of the receipt must accompany the form.

The reason for the request must be clearly stated.

If the request is denied, the Security Supervisor will contact the person requesting the refund.

For any addition information please call, 843-838-5257.