

**RPR Card Balance Refund Request**

**Print Form**

Name of person or company claiming refund (enter in <u>block</u> letters)
Phone number of person or company claiming refund:
Email address of person or company claiming refund:
Full address of person or company claiming refund (street, city, province and postal code):
Business Number of person or company claiming refund: <b>OR</b> , please check the below box if not applicable: <input type="checkbox"/> Business Number does not exist for person or company claiming refund
RPR Card number(s)
Refund cheque payable to:
Signature:
Date:
<b>Total Amount of Refund Requested: \$</b>

- Please note that in order for the ministry to process refund requests, you will need to send the completed form (with all requested information) and RPR card(s) by mail or courier to:  
 Land Registry Office #12  
 949 McDougall Street, suite 100  
 Windsor ON, N9A 1L9  
 (519) 971-9980
- The amount of the refund request will be based on the balance of the RPR card(s) on the date of processing or closing, not the date of submission.
- Refund cheques will be mailed to the address provided above in approximately four weeks.

<b>Ministry Refund Authorization – Internal Use Only</b>	
Invoice Date:	
Invoice No.:	
Pay with Immediate Payment Terms as per Contractual Obligation	
Total Amount of Refund confirmed on RPR card:	
Total Amount: \$	HST 0: