



## DIVISIONAL CLEARANCE FOR REFUND OF SECURITY DEPOSIT

As per point number 11 from the Facility Rental Request Form - In the event of damage to the premises or facility, the damage will be documented with time-stamped photos. All repair bills will be assed to the responsible party/group who has singed the rental agreement. Security Deposits may be forfeited for damage to property caused by the responsible party or group associated with responsible person.

In this regard, the following properties has been damaged during the event and deduction will be made as per the estimate and rules that imply:

Name	Damage	Amount	Remarks & signature
City Environment Division (CiED)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		
Operation and Maintenance Division (O&M)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		

1. Security Deposited Nu.....

2. Amount deducted for damage Nu.....

3. Refunded Amount Nu. ....