

**Policies and procedures for Requesting a License Agreement Refund**

City of Austin

Office of Real Estate Services

Effective: April 24, 2015

Please mark and include this checklist to insure that all materials are submitted, in order to help expedite your request:

- \_\_\_\_\_ Please provide a fully completed application (see attached). If any sections of the application do not apply, simply mark N/A.
  
- \_\_\_\_\_ Please verify that the License Agreement includes a balcony, awning, or arcade which provides overhead pedestrian cover. Fees for pedestrian cover improvements were waived in Downtown Austin beginning in 2003, and the fee waiver was extended to the entire City of Austin in 2007. A copy of the ordinances waiving these fees can be found at <http://austintexas.gov/page/refund-some-balcony-license-agreement-fees>.
  
- \_\_\_\_\_ Please provide cancelled checks or other bank documentation for each payment being requested for refund. Please redact the bank account numbers on any bank documentation.
  
- \_\_\_\_\_ Please put bank documentation in order from oldest to most recent payments.
  
- \_\_\_\_\_ Please provide documentation that the entity requesting the refund is the same entity which paid the fees under the applicable License Agreement. An applicant may not receive a refund for fees paid by a different entity.
  
- \_\_\_\_\_ Please provide a copy of the applicable License Agreement.
  
- \_\_\_\_\_ If you are not the Licensee identified in the License Agreement, please provide documentation that establishes your eligibility and authority to make an application.
  
- \_\_\_\_\_ Please provide a copy of the current insurance certificate with the proper endorsements (see insurance requirements as part of this package).

## Application for License Agreement Refund

License Agreement Number \_\_\_\_\_ Application Date: \_\_\_\_\_

### Applicant Information

Applicant Name: _____ Title: _____
Mailing Address: _____
Phone No.: _____ Email Address: _____
Business Entity (if applicable): _____
Are you original Licensee: _____ Yes _____ *No
<i>*If not, please provide Assignment &amp; Assumption recorded document number(s)</i>
What is your interest in the licensed property?
Owner _____ Tenant _____ Management Company _____ Other _____

### License Agreement

Named Licensee: _____
Document recording information: _____
License agreement execution date: _____
Address of licensed improvements: _____
Please list <u>ALL improvements</u> authorized by the License Agreement:
_____
_____
_____
Licensed improvements for refund eligibility (ie: awning, balcony) _____
Square footage of refund area: _____

**\* For questions or assistance please contact Laura Seer at (512) 974-7044 or Mashell Smith at (512) 974-7149 in the Office of Real Estate Services for the City of Austin. Please submit this Application and Checklist by email to [Laura.Seer@AustinTexas.gov](mailto:Laura.Seer@AustinTexas.gov) and [Mashell.Smith@AustinTexas.gov](mailto:Mashell.Smith@AustinTexas.gov).**

**Payments (only list payment remitted while you were Licensee and during eligible years)**

**(Provide supporting financial documentation)**

Year	Amount	Check number	Clear Date
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

**Refund Information**

Name: _____
Address (include zip code): _____
Total estimated eligible refund: _____
Licensee is current on License Agreement fees owed to the City of Austin: Yes ___ No ___

By signing below, I attest that the information provided in this application is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

For Internal Staff Use Only

Refund Issued _____ Refund Denied _____ (check as appropriate)
Refund Amount: _____ Refund Date: _____
Refund Check number: _____

**\* For questions or assistance please contact [Laura Seer](mailto:Laura.Seer@AustinTexas.gov) at (512) 974-7044 or [Mashell Smith](mailto:Mashell.Smith@AustinTexas.gov) at (512) 974-7149 in the Office of Real Estate Services for the City of Austin. Please submit this Application and Checklist by email to [Laura.Seer@AustinTexas.gov](mailto:Laura.Seer@AustinTexas.gov) and [Mashell.Smith@AustinTexas.gov](mailto:Mashell.Smith@AustinTexas.gov).**

## Certificate of Insurance Requirements

1. \$500,000 General Liability
2. \$1,000,000 Liquor Liability Insurance, if applicable
3. INSURED AND LICENSEE must be the same.
4. City of Austin must be Named as Additional Insured:

City of Austin  
Office of Real Estate Services  
505 Barton Springs Road, Ste. 1350  
Austin, TX. 78704  
Attn: Andy Halm  
Reference: License Agreement File #

5. Include a waiver of subrogation
6. 30 day notice of cancellation