Today’s Date

City of Austin

Development Services Department

PO Box 1088

Austin, Texas 78767

Attn: Service Center

Subject: **Open a New Escrow Account**

I want to open a new escrow account with the City of Austin Development Services Department. I understand that funds from this account may be used only to pay for a review, permitting, and inspection fees related to construction permits obtained from the City of Austin Development Services Department.

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| --- | --- |
| Printed name of AB+C Account Holder: |  |
| Email Address of AB+C Account Holder: |  |
| Contractor or AB+C ID Number: |  |
| Contractor’s Service Center PIN number: |  |
| Signature of Contractor: |  |
| Amount of Initial Deposit: |  |

*Please note: A one-time fee of $31.00 is charged for setting up the escrow account. This amount is paid out of the initial deposit check, and the remaining balance will be deposited into the escrow account for company use.*

Thank you.