



**TOWNSHIP OF HARDING
FINANCE DEPARTMENT
ESCROW RELEASE REQUEST**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976

(973) 267-8000 Ext. 726

INSTRUCTIONS:

Escrow funds are only returned when a project is complete, all Township approvals have been obtained, and a permanent Certificate of Occupancy has been issued (if applicable). If your project meets these requirements, you may complete and submit the attached Escrow Release Request Form to the Finance Office.

Escrow return requests must be made by the same party that submitted the escrow funds and can only be returned to same.

When your completed form is received by the Finance Office, a request will be sent to all concerned departments to verify that the escrow funds can be released. Once approvals are given from all departments, the account holder will be sent a voucher to sign and return. When the signed voucher is received by the Finance Office, payment approval can be included on the Township's next bill list. Note that the Township Committee approves payments only once each month.

Any questions regarding the process can be directed to Ms. Simmons at ksimmons@hardingnj.org.

APPLICANT INFORMATION:

Name of Account Holder: _____

Account Holder's Full Mailing Address (Please include Street/PO Box, Town and Zip Code):

TYPE OF ESCROW (Please check all that apply):

- Technical Engineering Performance Grading Tree

Type of project: _____

Physical Address of Project: _____

Project Block: _____ Lot: _____

Daytime Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

Please complete this form and return with copy of escrow bank statement (if available) to the Finance Office. Fax: 973-349-1963 or Email: ksimmons@hardingnj.org.