



FAIRFAX COUNTY RESIDENTIAL CASH CONSERVATION PROCESS: ESCROW RELEASE



Please note, once BAC completes their process it may take up to 13 weeks to receive the refunded conservation escrow. If you would like to know the status of your refund, please contact LDSCashier@fairfaxcounty.gov.

ESCROW RELEASE PROCESS

Within 1-2 business days of receiving the final inspection notification from SDID, BAC begins the escrow release process.

1

INSPECTION COORDINATION

Site Development and Inspections Division (SDID) site inspector coordinates final inspection with owner/developer.

2

FINAL INSPECTION

SDID completes the final inspection and notifies Bonds and Agreements Center (BAC) that the conservation escrow is ready to be released.

4

W-9 SUBMITTAL

If necessary, BAC requests a W-9 from the owner/developer. If a W-9 has already been submitted and no changes are required, proceed to the next step.

5

VOUCHER APPROVAL

Once the W-9 is received, the BAC Manager signs the project's conservation release voucher (typically within 1 business day of receiving), and the voucher is automatically routed to the Land Development Services (LDS) Cashier's Office.

6

INTEREST CALCULATED

Upon approval of the conservation release voucher, the LDS Cashier's Office continues processing the release and calculates the interest amount.

7

CHECK ISSUANCE

LDS Cashier's Office sends the conservation escrow release to the County Finance Office (CFO) for final processing and issuance of a physical check.

