



City of Columbia Heights | Finance Department

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## Temporary Discontinuance of Refuse Service and/or Residential Water

Property Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Dates property will be vacant:**

Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Vacancy: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Water Disconnect? (Check one) YES NO**

***(NOTE: Water service will not be turned back on unless the homeowner or someone designated by them is present and has access to inside the property when service is restored.)***

*Water Shut Off* : When water is shut off, a \$25.00 service fee is charged to your account. An appointment must be made at least 1 (one) working day in advance to turn water back on.

Utility bill will be adjusted for the cost of refuse service, recycling and tax. All other charges will be billed as applicable. Charges include water and sewer fixed fees plus cost of any water usage. Storm sewer, meter charge and/or mid-block lighting will be billed if applicable. A \$5.00 monthly administrative service fee is billed on properties requesting temporary discontinuance of refuse service.

**Refuse service will restart automatically on the end date listed above. If service will be discontinued for more than a year a new form must be completed each year to receive temporary discontinuance.**

**The minimum time for temporary discontinuance on refuse service is 1 (one) month. Service changes for less than 1 (one) month will be billed at regular rates.**

***Refuse Service:***

It is the homeowner's responsibility to store the refuse/recycling containers out of site while the property is vacant. The hauler will not pick up the containers.

**If refuse is being picked up or there is water usage on a vacant property, this temporary discontinuance form becomes null and void.**

Should there be changes in the information I provided above, I will promptly notify the Utility Billing Department.

\_\_\_\_\_  
Signature of property owner or designated party

\_\_\_\_\_  
Date