



# City of Columbia Heights

Utility Billing Department

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

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

**Dates property will be vacant:**

From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

Forwarding Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Water Disconnect? (Circle 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.)*

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*Water Shut Off:* When water is shut off, a \$20.00 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. **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:***

Temporary stops due to vacancy from unrented units, property for sale, or property being remodeled; leave container(s) out on normal pick up day and the hauler will pick up the empty container(s).

Snowbirds and vacation temporary stops: it is the homeowner's responsibility to store the refuse container out of site when the property is vacant. The hauler will not pick up the container.

Foreclosed properties that are vacant will automatically have the water shut off at the street and all refuse containers picked up by the hauler.

**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