

## Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

## RESIDENTIAL SERVICE SUSPENSION REQUEST

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

Service Address: \_\_\_\_\_

Reason for Suspension of Service:

- 1) House for:    Sale                      Rent                      Date Vacated: \_\_\_\_\_
- 2) Out of town [three (3) months minimum required]:  
    Departure Date: \_\_\_\_\_    Approximate Return Date: \_\_\_\_\_
- 3) Other: Date Vacated: \_\_\_\_\_    Reason: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

***EXCEPT: ORDINANCE NO. 94-236, Section 22-185. ERRORS IN CHARGES; DISCONTINUANCE OF SERVICE: (c) Residential customers may request a suspension of garbage services for a minimum period of three (3) months in cases where residents are out of town or rental property is vacant. Request for suspension of garbage service shall be made in writing to the Sanitation Division at least five (5) working days prior to the affected period. In cases of rental property, proof of ownership may be requested.***

- (1) The City will not be held responsible for request/notices lost in the mail and/or not received by our office. Nor will the City be held responsible for requests/notices received after the requested effective date. The effective date will be the final decision of the City of Huntsville, Sanitation Division.*
- (2) No requests for suspension of garbage service will be accepted in arrears.*
- (3) Cart must be secured by resident*

**I understand that the Sanitation personnel will be instructed not to collect any debris from this location until services and charges have been reinstated. I agree to notify the Sanitation Division of any occupancy of this residence. I have read and understand the above ordinance excerpt.**

Date: \_\_\_\_\_                      Signature of Authorized Person: \_\_\_\_\_

If name on utility account is different from above, please explain: \_\_\_\_\_

\_\_\_\_\_