



# Administrative Services – Finance Department

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8544, Fax: (314) 863-0921

## APPLICATION FOR SOLID WASTE VACANCY CREDIT FOR RESIDENTIAL UNITS

This form must be completed by the property owner to apply for a solid waste service credit for buildings containing vacant residential units (buildings with no more than four residential units) with the City of University City. Please refer to the Solid Waste Services Vacancy Credit for Residential Units Policy on the reverse side for program requirements. All required documents must be attached to this form for proper processing. This application and related policy does not apply to non-residential properties or buildings that are entirely vacant.

OWNER INFORMATION	
Owner Name:	Contact Number:
Mailing Address:	Email Address:

PROPERTY AND VACANCY INFORMATION	
Property Address:	Locator Number:
Indicate billing period for which you are requesting credit:	
March 1 – August 31 <input type="checkbox"/>	September 1 – February 28 <input type="checkbox"/>
April 1 – September 30 <input type="checkbox"/>	October 1 – March 31 <input type="checkbox"/>
May 1 – October 31 <input type="checkbox"/>	November 1 – April 30 <input type="checkbox"/>
June 1 – November 30 <input type="checkbox"/>	December 1 - May 31 <input type="checkbox"/>
July 1 – December 31 <input type="checkbox"/>	January 1 – June 30 <input type="checkbox"/>
List the period of vacancy by month(s) and year for the period for which you are applying:	

OWNER AFFIRMATION
I do hereby request a vacancy credit for the above-mentioned property and agree to abide by the terms of the Solid Waste Service Vacancy Credit for Residential Units Policy (on the reverse side of this form).
I attest and acknowledge the following:
1) The above-referenced unit was <b>unoccupied</b> for the vacancy period listed above;
2) <b>No solid waste was collected</b> from this property (trash, recyclables, bulk trash, and yard waste) during the vacancy period; and
3) I am still liable for payment of the solid waste bill of this property until the City has approved and applied credit in relation to this application.
<b>I further certify that the information contained in this application is true and complete. I understand that false information provided in and with this application may lead to reversal of any credit issued and immediate reinstatement of solid waste fees, including penalties and interest, for the stated vacant period.</b>
Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY			
Date Application Received:	Approved?	Amount Credited to Account:	Credit Processed By:

(Additional information contained on reverse side)

**SOLID WASTE SERVICES  
VACANCY CREDIT POLICY FOR RESIDENTIAL UNITS**

A credit for solid waste services may be granted for vacancies of residential units within a building. For the purpose of this vacancy credit policy, solid waste services shall include garbage, recyclables, bulk items and yard waste. Residential, with regard to the collection and disposal of solid waste accumulated in the city, shall refer to single-family, two-family, three-family, and four-family residences located within the city. However, this policy is not intended for single-family buildings, commercial properties or properties with more than four units. Owners receiving collection services from the city shall receive a credit against the fees imposed for each full month of unit vacancy pursuant to Section 230.110 (*paragraph D*), provided that:

- 1) The owner files an application for credit with the Director of Finance no later than forty-five (45) days prior to the end of the current billing period;
- 2) The unit has been registered with the City as a vacant property pursuant to Section 240.020 of the City code;
- 3) The unit was vacant during the current billing period, and the vacancy lasted at least three (3) consecutive months, including any vacancy time that carried over from the previous billing period; and
- 4) No solid waste from the unit was collected by the City during the vacancy (trash, recycling, bulk trash and yard waste) and no collection services were used for the specified period;
- 5) The owner submits copies of utility bills showing the property in the owner's name (gas or electric) for the respective unit for the dates of the vacant period which the owner wishes to receive credit.

Billing will continue until all necessary information is provided and credit has been approved and applied. If approved, the owner will receive a credit for the period of the vacancy. Credit will only be granted to the current owner and is not transferable, and can only be applied to charges for solid waste services.

The City reserves the right to have thirty (30) days to review all requests once all required documentation has been received. The City also reserves the right to inspect the property for vacancy.

To apply, please contact the Finance Department at (314) 505-8544.

*Effective 1/13/10  
Revised 09/16*