

**CITY OF FORT WAYNE  
RESIDENTIAL GARBAGE AND RECYCLING FEE  
APPEAL FORM**

Customer Name: \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**City Utilities Acct. #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Name)

(Daytime Phone)

I hereby request an appeal of the Garbage and Recycling Fee on my monthly City Utilities bill. The request for this appeal is based on one or more of the following reasons (**please check those that apply to your appeal request**):

- \_\_\_\_\_ 1. Service address is a single family dwelling being billed as a multiple family dwelling.
- \_\_\_\_\_ 2. Service address is outside the City of Fort Wayne.
- \_\_\_\_\_ 3. Service address is VACANT (**minimum 2-month vacancy**):  
date of last garbage set out (mo/day/yr) \_\_\_\_\_.
- \_\_\_\_\_ 4. Service address is not a residential unit, but is a commercial building or an institutional establishment and has a private hauler collecting the solid waste. Please provide a copy of the contract or bill.
- \_\_\_\_\_ 5. Service address is half of a duplex (with each half having its own water meter and City Utilities bill) being billed at the multiple rates.
- \_\_\_\_\_ 6. Vacant due to winter/summer vacation (**minimum 2-month vacancy**):  
date leaving (mo/day/yr) \_\_\_\_\_ and date returning (mo/day/yr) \_\_\_\_\_
- \_\_\_\_\_ 7. Service address is a duplex with one apartment/unit VACANT,  
date of vacancy \_\_\_\_\_
- \_\_\_\_\_ 8. Other: \_\_\_\_\_

**\*\*\* In the event the above-mentioned service address is sold, rented, ownership transferred, or a change is made in the use of the property, you are responsible to notify the Solid Waste Department (427-1270) so that we can assess the garbage and recycling fee to the new tenants/owners. Failure to so inform the Solid Waste Department shall be considered a violation of Chapter 50 of the Code of Ordinances of the City of Fort Wayne. No garbage, construction and remodeling debris, recyclables, or yard waste can be set out for collection by the City's residential contractors if this appeal is granted. This appeal will automatically be denied if you fail to sign below showing that you accept the responsibility to notify the Solid Waste Department for selling, renting, re-occupying or transferring ownership of the above-mentioned service address.**

Signed by Service Account Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Mail or fax your completed appeal form to:

Solid Waste Department  
City-County Building, Room 270  
One Main Street  
Fort Wayne, IN 46802  
(260) 427-1345 phone; (260) 427-5796 fax

Upon acceptance of this appeal by the Solid Waste Department, your utility bill will reflect the reduction of the Garbage and Recycling Fee and show any credit you may have been given.

**Appeals can take up to six weeks for processing.**