

**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**):

**Service address:**

- \_\_\_\_ 1. is a single family dwelling being billed as a multiple family dwelling.
- \_\_\_\_ 2. is outside the City of Fort Wayne.
- \_\_\_\_ 3. is VACANT (**minimum 2-month vacancy**): last day garbage set out (mm/dd/yr)\_\_\_\_\_
- \_\_\_\_ 4. 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. is half a duplex (with each half having its own water meter & Utility bill being billed at the multiple rate.
- \_\_\_\_ 6. is a duplex with one apartment/unit VACANT, date of vacancy (mm/dd/yr)\_\_\_\_\_
- \_\_\_\_ 7. is on VACATION – house is vacant (**minimum 2-month vacancy**): fill in vacation dates .....  
Departure date (mm/dd/yr) \_\_\_\_\_ Return date (mm/dd/yr)\_\_\_\_\_
- \_\_\_\_ 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 Dept (427-1345) so that we can assess the garbage and recycling fee to the new tenants/owners.** Failure to 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.

\_\_\_\_\_  
Service Account Customer **signature**

\_\_\_\_\_  
Date

This appeal will automatically be **denied if you fail to sign & date** above 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.

Mail or fax your completed appeal form to: Citizens Square - Solid Waste Department  
200 East Berry St Suite 210  
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 a reduction of the Garbage and Recycling Fee. Form may take up to 6 weeks to process.