

Date Received:	_____
Approved:	_____
Denied:	_____

For Office Use Only

Application for Temporary Service Hold

A Service Hold is allowed for suspending garbage services due to an extended absence of at least four (4) consecutive weeks from your residence for vacation, medical reason or other valid reason. It is not a legitimate absence to apply for a Service Hold to avoid required garbage service. A Service Hold may not be used to share garbage services with another unit or property. All residential properties with 1-4 units must each have service and a garbage cart per unit.

To be eligible for a Service Hold, the request must meet the following additional requirements:

- You must place the Service Hold request with your hauler at least two (2) weeks in advance of the requested start date of the Service Hold.
- The length of time for the Service Hold request must be at least four (4) consecutive weeks minimum, but no more than 26 weeks per year.
- An RDU may only be placed onto a Service Hold up to two (2) occurrences per calendar year, and the total time service is on hold cannot exceed 26 weeks in the calendar year.

Address of the property for which a Service Hold is requested: _____ Unit # (if applicable): _____

Name of person requesting Service Hold: _____

Phone number: _____ Email: _____

Name of property owner: _____

Address of property owner (if different than address for which Service Hold is requested): _____

What is the timeframe for the Service Hold request? (Must be submitted 2 wks prior to start of Service Hold)

Start date: _____ End date: _____

Reason for Service Hold Request

This PERMISSION SLIP was created by: _____ Date: _____ and is brought to you by: _____
 Processing/Approval/Denial is by: _____ whose qualifications are _____
 This information request and severe penalties for noncompliance are mandated by:
 City Code Chapter/Section #'s _____
 City/Hauler Contract, Sec. #'s _____
 Terms used herein (e.g., Service Hold, property, your residence, hauler, RDU, lodging, school, registrar, letter, medical, professional, note, vacation, penalty, valid reason, stated requirements, etc.) are defined and visible at: _____

Documentation enclosed with application verifying extended absence:

- Flight, lodging or other travel confirmation Note signed by medical professional
- Signed letter from school registrar Other _____

Certification I certify by submitting this application that the Service Hold being requested meets the stated requirements of a Service Hold, under penalty of the City of Saint Paul City Code of Ordinances.

Signature: _____ Date: _____

You will be contacted within seven (7) business days of receipt of your application with approval or denial or request for additional information.