



# Vacant Property Exemption Application San Leandro

Date of Application: \_\_\_\_\_

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

**ADDRESS TO BE VACANT:**

Street \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_

**MAILING/BILLING ADDRESS (if different from vacant):**

Street \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

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

Property to be vacant from (date): \_\_\_\_\_ to (date): \_\_\_\_\_

**In the City of San Leandro, the property owner or tenant is required to have service if the property is occupied. Alameda County Industries may grant a temporary exemption from garbage service if the property is vacant.**

**SUPPORTING DOCUMENTATION**

For an exemption to be granted, documentation must be submitted that establishes that a property was vacant for more than 30 days. Please provide copies of utility bills showing that there was little to no power (150 watts or less) or water (less than .5 unit or 374 gallons) usage on the premises during each month for which you are requesting vacancy status. If a building permit has been issued, and a copy provided stating that the property is uninhabitable, vacancy status can be granted ahead of time for a period of up to one year.

**ACKNOWLEDGEMENT**

I hereby acknowledge and understand that the vacancy exemption: (1) is usually granted retroactively after appropriate documentation has been provided; (2) may be granted ahead of time for a period of up to one year if a building permit has been issued, and a copy provided stating that the property is uninhabitable; (3) does not apply to partial months (we bill for complete months of service and do not prorate); (4) results in a service credit being issued (unless granted ahead of time). I further acknowledge that I am responsible for payment of charges accrued during the pending vacancy period; failure to pay or to provide supporting documentation in a timely manner can result in the placement of a lien on the property.

**I certify that I own or represent the property address listed above, and that the property is vacant.**

**I will sign up for garbage service within 15 days of the property being occupied.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

PLEASE MAIL COMPLETED FORM TO: Alameda County Industries, 610 Aladdin Avenue, San Leandro, CA 94577

**OFFICE USE ONLY:**

Bill attached (please check):  Electric  Water  Other: \_\_\_\_\_

Approved \_\_\_\_\_(Initial) Denied \_\_\_\_\_(Initial) Date: \_\_\_\_\_

August 2018