



SOLID WASTE FEE - UNOCCUPIED RESIDENCE ADJUSTMENT "E-APPLICATION"

Form 13 – Page 1 of 2

- This form is interactive and may be completed by using the tab key to access each field.
 - If submitting by e-mail, please provide any supporting documentation in the e-mail with the application.
- Application must be completed in its entirety. See page 2 for instructions.
Do not use this form if you no longer have a structure on your property – use Residential Property Adjustment Application.*

SECTION 1: APPLICANT INFORMATION

[Office Use Only] Application Number: _____

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____ PHONE: _____

_____ FAX: _____

_____ E-MAIL: _____

SECTION 2: PROPERTY DETAILS (for multiple unit properties, please submit one application per unit)

REAL ESTATE NUMBER (xxxxxx-xxxx): _____

STREET ADDRESS: _____ Unit # _____

No city, state or ZIP required

SECTION 3: RESIDENCE/UNIT OCCUPANCY DETAILS

Please check the box that best applies to the circumstances of the property identified in Section 2 and provide details as requested.

Residence(s) is/are currently boarded up and/or condemned, and I attest that it/they will not be occupied as a residence at any time during the service period, *or* after the date listed here: Date of boarding/condemnation: _____ (MM / DD / YY)

I have been charged for a structure that is not currently being used as a residence. Explain current use: _____

I have previously been approved for a solid waste adjustment on the property named in Section 2, and attest that the circumstances surrounding this property remain unchanged since that approval.

The residence/unit named in Section 2 is in a livable condition, but has been unoccupied *without electricity* for the following period(s).

Use additional sheets if necessary and submit as attachment(s) if applying by e-mail

FROM: _____ (MM/DD/YY)

TO: _____ (MM/DD/YY)

FROM: _____ (MM/DD/YY)

TO: _____ (MM/DD/YY)

*SECTION 4: ATTEST AND SUBMIT

By signing below, I certify that the information I am providing is true and complete to the best of my knowledge and belief, and that I have fully read and understand the guidelines, terms and conditions listed on both pages of this application. I acknowledge that if any of the above information is found to be untrue, I may be subject to charges.

***Required before submitting**

Check to Attest _____

OFFICE USE ONLY	DATE RECEIVED	IF NOT APPLYING BY E-MAIL, RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO: City of Jacksonville Solid Waste Adjustments 214 N. Hogan Street, 10 th Floor Jacksonville, FL 32202
APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS:		

FORM 13 – Page 2

A property owner may apply for an adjustment of the solid waste fee if the residence being charged is boarded up and/or condemned or if the residence (or a unit or units therein) remained unoccupied *without electricity* for at least 28 consecutive days during the bill service period. Adjustments will not be prorated for periods less than 28 days.

A structure with a kitchen, bathroom and living/sleeping space is considered a separate residence. Use this form if you have a structure of this type that meets any of the following conditions:

- Has been boarded up and/or condemned
- Has had no electric service at any time during the bill service period
- Is currently used for long-term storage, rendering use of the available living facilities difficult

If the structure in question does not meet the “separate residence” criteria as noted above, property owners should instead submit a Residential Property Adjustment application, as a rate change may also be warranted for the stormwater fee.

The Chief of Solid Waste or his designee(s) will review applications and respond within 8-12 weeks of receipt. A site investigation may be conducted by the Solid Waste Division to verify use or status of the structure.

Successful applicants may receive either a new bill that reflects the adjusted rate, or a refund for the difference between the paid and adjusted amounts.

Property owners whose accounts are unpaid and whose applications are denied will receive a bill that reflects the original rate. The new bill must be paid by the due date to avoid late payment penalties. Property owners may appeal denied applications - visit www.coj.net/cityfees or call 630-CITY for more information about the process or to obtain an appeals form.

Applications for adjustments may be submitted by mail to:

City of Jacksonville Solid Waste Adjustments
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202

Terms and Conditions:

- The applicant must be listed as an owner of the property for which an exemption is sought, or otherwise be an appointed representative who is legally authorized to act on behalf of the owner. The applicant must be the signatory of the application.
- Applications submitted that do not have an end date listed for electric service outage (or with an end date beyond the date of application) will be considered only to the date of receipt. The property owner will be required to pay the balance and re-apply after the billing service period ends (December 31), **but before March 31 of the next year**, to obtain any additional adjustments.
- Applicants are encouraged to submit electric service documentation; however, the Solid Waste Division will independently verify electric service provided to the residence/unit if no documentation is provided.
- In reviewing applications for residences reported boarded up and/or condemned, the Solid Waste Division will consider the date the residence was rendered uninhabitable, and provide adjustment to the fee according to that date.
- Applicants are solely responsible for notifying the city of a change in status of units used for long-term storage. Failure of the resident to notify the city of the occupancy of a dwelling unit that has been granted a solid waste fee exemption may result in the revocation of the exemption for the current and/or previous service period(s) and payment of previously waived fees.
- This application should not be used to report a change in property ownership. First, check with the Duval County Property Appraiser to ensure the correct information is on file. Then call 630-CITY (2489) or e-mail 630CITY@coj.net to report the change. The current owner of a property is responsible for any and all unpaid fees.
- Late payment penalties will not be assessed on unpaid accounts if an application is received on or before July 31. However, it is ultimately the property owner's responsibility to ensure payment is made on time. The city will not waive late penalties charged to unpaid accounts because of missing applications.