



City of Cleveland  
Frank G. Jackson, Mayor

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Department of Finance  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114-1085  
216/664-2260  
[www.city.cleveland.oh.us](http://www.city.cleveland.oh.us)

Dear Cleveland Resident,

Please be informed, that on December 7, 2009 Ordinance No. 1657-09 was instituted initiating a Solid Waste Collection Fee. This fee has been in effect since January 1, 2010, to all Cleveland residential property owners utilizing the waste collection services of the City of Cleveland. The fee is \$8.75 per unit per month.

Exemption forms have been provided to qualified property owners of a home that is vacant or a multi dwelling property owner who reside in or rent a two or three family home and some of the units are vacant. In addition, property owners of rental properties that are vacant or abandoned or not actively used as a place of residence have also been provided exemptions for the vacant structure or unit(s).

The available exemptions do **require an annual application** if the property or units(s) still remain vacant at the end of the current calendar year.

Enclosed please find the 2015 exemption form that must be completed, signed and returned back to the Division of Assessments and Licenses by March 31, 2015, along with the required secondary documentation. If this is your first time completing an exemption form, please provide proof of ownership with your application. Please note: **If you applied for a previous exemption year, you do not need to provide proof of ownership.**

For your convenience we have provided a standard notarized statement form that you may use to write your statement. The form must be notarized. When you cannot provide the copies of your last three (3) consecutive gas or electric bills for **each unit**, you must write the following statement that you **“cannot provide any copies of any utility bills”** on the form. **It will not be accepted as a replacement for not having copies of the utility bills if it is left blank.**

**Please note that the deadline for filing 2015 exemption forms and documentation is March 31, 2015. All forms and documentation must be received by the Division of Assessments and Licenses no later than March 31, 2015.**

**Full year exemptions are effective from January 1<sup>st</sup> thru December 31<sup>st</sup>.**

After reviewing the packet contents, should you have any further questions regarding the residential waste collection fee, please call (216) 664-2272.

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle P. Graham".

Danielle P. Graham, Assistant Commissioner  
Division of Assessments and Licenses



CITY OF CLEVELAND  
Mayor Frank G. Jackson

# RESIDENTIAL WASTE COLLECTION FEE EXEMPTION REQUEST FORM

(Due on or before March 31, 2015)

2015 - \_\_\_\_\_  
 OWNER-OCCUPIED PROPERTY  
 RENTAL OR ABANDONED PROPERTY

**FORM INSTRUCTIONS:** In blue or black ink, please legibly print and complete this form **along with providing the necessary secondary documentation** in order to be considered for this annual exemption. If you wish to file for an exemption, this form and secondary documentation must be completed and submitted by **March 31, 2015**.

## RESIDENTIAL PROPERTY

**PLEASE PRINT**  
APPLICANT NAME \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY AND ZIP CODE \_\_\_\_\_  
WATER ACCOUNT # \_\_\_\_\_  
PHONE # \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

RESIDENTIAL PROPERTY  
PERMANENT PARCEL NO.

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(FROM YOUR REAL ESTATE TAX BILL)

Date of Vacancy: \_\_\_\_\_

TYPE OF PROPERTY (CHECK ONE):  SINGLE  DOUBLE  3-FAMILY  APARTMENT WITH # \_\_\_\_\_ SUITES

LEGAL INTEREST IN PROPERTY (CHECK ONE):  DEED  MONTHLY MORTGAGE STATEMENT  REAL ESTATE TAX BILL

## EXEMPTION REASONS

Please check one and note that **secondary documentation is required to be submitted as proof**. Please refer to back of this form.

### OWNER-OCCUPIED PROPERTY EXEMPTIONS

**PERMANENT VACANCY** As the residential property owner, you reside in the dwelling structure at the address listed above and have unoccupied units.  
**State the number of unoccupied units:** \_\_\_\_\_.

**PROPERTY CONVERSION** Multi-unit dwelling structure has been converted to a single family structure.

**TEMPORARY VACANCY** As the residential property owner, you reside in the dwelling structure at the address listed above **but** neither you nor anyone else has occupied the structure for a period of sixty (60) or more consecutive days.  
**State the beginning and end date of non-occupancy:**  
FROM \_\_\_\_\_ TO \_\_\_\_\_  
MO. DAY YR. MO. DAY YR.

**PRIVATE HAULER** Dwelling structure at the address listed above is serviced by a licensed private hauler per City Ordinance 551.19. **State name, address and contact information of the private hauler:**  
Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City, state, zip \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact phone \_\_\_\_\_

**PROPERTY OWNERSHIP** Not the owner of the dwelling structure at the address listed above due to:  
 Property Sold  Foreclosure  Bankruptcy

### RENTAL/ABANDONED PROPERTY EXEMPTIONS

**UNIT VACANCY** The dwelling structure at the address listed above has unoccupied units that are not actively used as places of residence.  
**State the number of unoccupied units:** \_\_\_\_\_.

**STRUCTURE VACANCY** The dwelling structure at the address listed above is vacant and not actively used as a place of residence.

**ABANDONED STRUCTURE** Dwelling structure permanently left behind with no intention of reclaim by a property owner and is not actively used as a place of residence.

**Please retain a copy for your records and return the original form and required secondary documentation to:**  
**Division of Assessments and Licenses**  
**Cleveland City Hall**  
**601 Lakeside Avenue, Room 122,**  
**Cleveland, Ohio 44114**  
**or email documents to [DALBilling@city.cleveland.oh.us](mailto:DALBilling@city.cleveland.oh.us)**  
**For additional information,**  
**please contact us at (216) 664-2272.**

## TERMS AND CONDITIONS

- I understand that the completion and submission of this form and the required secondary documentation does not qualify me for an exemption.
- I understand that exemption approval is contingent upon the thorough review and validation conducted by the Division of Assessments and Licenses.
- I authorize the Division of Assessments and Licenses to examine and validate any and all records that relate to the property listed above, as well as the residency and occupancy status.
- I understand that in the event that an exempted residential property is provided waste collection services by the city, enforcement actions will be taken for fee collection commensurate with service provided by the City of Cleveland and exemption status will be forfeited.
- I declare under penalties of perjury that this return of claim - including any accompanying schedules and statement(s) - has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Signature of Residential Property Owner

Date

## SECONDARY DOCUMENTATION REQUIREMENTS

Proof of ownership must be provided for all exemption categories  
Documents that would meet this requirement would be a copy of the monthly mortgage statement, deed, or real estate tax bill.

**AND**

In addition to proof of ownership, the following documents listed below need to be submitted depending on the category

EXEMPTION CATEGORY	REQUIRED DOCUMENTS
<b>PERMANENT VACANCY UNIT VACANCY STRUCTURE VACANCY</b>	<ul style="list-style-type: none"> <li>▪ Copies of the last three (3) months of consecutive electric or gas utility invoice statements <b>for both the occupied and unoccupied unit</b> of the listed property address <b>OR</b></li> <li>▪ If the utility statements cannot be provided, please use the Standard Notarized Form that is enclosed with this packet. On the form please write <b>“I cannot provide any utility bills.”</b> Please also supply the period of vacancy dates.</li> </ul>
<b>PROPERTY CONVERSION</b>	<ul style="list-style-type: none"> <li>▪ Copy of letter from the Value Revision Department of the Cuyahoga County Auditor. The contact number is (216) 443-7092.</li> </ul>
<b>TEMPORARY VACANCY</b>	<ul style="list-style-type: none"> <li>▪ Postmarked utility bill statement with forwarding address label of secondary residence. Postmark must be within the sixty (60) or more consecutive days noted above <b>OR</b></li> <li>▪ Temporary shut-on or shut-off notification/confirmation of utilities for secondary residence <b>OR</b></li> <li>▪ Copy of rental/lease agreement for secondary residence</li> </ul>
<b>PRIVATE HAULER</b>	<ul style="list-style-type: none"> <li>▪ A copy of a most recent invoice/statement within the last 30 days that clearly lists service address <b>AND</b></li> <li>▪ A copy of a executed service level agreement or contract for the requested exemption period that clearly lists each property by property address</li> </ul>
<b>PROPERTY OWNERSHIP ABANDONED STRUCTURE</b>	<ul style="list-style-type: none"> <li>▪ A copy of the discharge papers that includes the property <b>OR</b></li> <li>▪ A copy of court-issued foreclosure papers that indicates vacant date <b>AND</b></li> <li>▪ A signed, <b>notarized</b> statement by the property owner that explains abandonment, the reason for abandonment (if pertinent), and the period of vacancy.</li> </ul>

**\* PLEASE NOTE: IF YOU WERE APPROVED FOR A PREVIOUS YEAR EXEMPTION, YOU DO NOT NEED TO SEND PROOF OF OWNERSHIP AGAIN THIS EXEMPTION YEAR, BUT ALL OTHER SUPPORTED DOCUMENTATION IS STILL REQUIRED.**



CITY OF CLEVELAND  
**RESIDENTIAL WASTE COLLECTION EXEMPTION**  
**OPEN ENROLLMENT PERIOD**  
 OCTOBER 1, 2014 – MARCH 31, 2015

PLEASE USE THIS FORM FOR ADDITIONAL VACANT UNITS AND STRUCTURES ONLY

## ADDENDUM FORM

**Instructions:**

1. **Parcel Number:** Record the Parcel that is associated with each vacant or abandoned unit/property.
2. **Type of Property:** Record if the property is a single, double, 3-Family, or apartment (with number of suites)
3. **Address:** Record each vacant or abandoned unit/property address
4. **Date of Vacancy:** Record the Date the unit/property became vacant
5. **Exemption Reason:** Record if the unit/property is **Owner-Occupied** (Permanent Vacancy, Property Conversion, Temporary Vacancy with **beginning and end dates**, Private Hauler **with contact information**, or Property Ownership (property sold, foreclosure, or bankruptcy)) or **Rental/Abandoned** (Unit Vacancy with number of unoccupied units, Structure Vacancy, or Abandoned Structure)

**Please reference the front of application for additional information for each Exemption Reason**

PARCEL NO	TYPE OF PROPERTY	ADDRESS	DATE OF VACANCY	EXEMPTION REASON: OWNER-OCCUPIED OR RENTAL / ABANDONED PROPERTY
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CITY OF CLEVELAND  
Mayor Frank G. Jackson

## RESIDENTIAL WASTE COLLECTION FEE STANDARD NOTARIZED FORM

THIS FORM SHOULD ONLY BE USED IF UTILITY BILLS CANNOT BE PROVIDED.

DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_  
\_\_\_\_\_

RESIDENTIAL PROPERTY  
PERMANENT PARCEL NO.

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(FROM YOUR REAL ESTATE TAX BILL)

\*(IF YOU CANNOT PROVIDE ANY UTILITY BILLS, PLEASE STATE THAT BELOW.)

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESIDENTIAL PROPERTY OWNER'S SIGNATURE \_\_\_\_\_

State of Ohio        }  
County of Cuyahoga }

On this \_\_\_\_\_, before me, the undersigned Notary Public,  
personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the  
person whose name is subscribed to this agreement and acknowledge that they agreed to the provisions  
and terms expressed therein.

NOTARY SIGNATURE \_\_\_\_\_

NOTARY COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_