City of Pocatello
Utility Billing Department
911 N 7th Ave
PO Box 4169
Pocatello ID 83205-4169
(208) 234-6241 (voice)
(208) 234-6577 (fax)
www.pocatello.us

LID: _____

Cycle: _____

Date Received: _____

Sent for Verification: _____

NOTICE OF TEMPORARY VACANCY

Effective Date: _____ Estimated Re-occupy Date: _____

Name: _____

Current and/or Mailing Address: _____

Service Address: _____

Reason for Vacancy: _____

I hereby notify the City of Pocatello that the above service address will be in my name and will be vacant for a minimum of one month, but vacant not more than three months. I understand that the Utility Billing Department must be contacted at the end of three months if I need to extend this vacancy.

I understand that the garbage cart(s) must be made available for pick up by the Sanitation Department, resulting in no standard garbage charges from the effective date on this form until such time the Utility Billing Department is notified that the property is no longer vacant, at which time the Sanitation Department will be notified to redeliver the garbage cart(s) to the property. I understand that if the vacancy occurred prior to the receipt of this form, the effective date with be the receipt date. I further understand that unless the garbage cart(s) is/are not physically removed from the property by the Sanitation Department, garbage charges will continue.

I further understand that if the water service is not to be terminated during this vacancy period, there will be no credit for sewer charges, pursuant to City Council consideration of May 16, 1996.

I further understand that I must notify the Utility Billing Department within five days of the time this property is occupied again and that failure to notify may result in the back billing of all utility charges from the effective date of this notice.

Signed: _____ Date:_____
(Owner/Manager)

Processed by: _____ Date: _____
(Utility Billing Service Representative)