

**City of Saint Paul**  
 Department of Public Works  
**UNOCCUPIED DWELLING REGISTRATION FORM**

Date: \_\_\_\_\_

Address of Unoccupied Dwelling: \_\_\_\_\_ Unit (as applicable): \_\_\_\_\_

Cart Size (please check):  35-gallon Every Other Week       35-gallon Weekly  
 64-gallon       96-gallon

**Disposition of this dwelling (please check one):**

- This dwelling is indefinitely unoccupied (no plans to have occupants at this time).  
 This dwelling is currently unoccupied, but is planned to be occupied on (date): \_\_\_\_\_  
 Other: \_\_\_\_\_

**Responsible Party:** Persons/organizations who will ensure compliance with City ordinance:

NAME	ADDRESS	PRIMARY PHONE	ALTERNATE PHONE
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Under Saint Paul City Code of Ordinance Chapter 220, it is the responsibility of every owner of a residential dwelling of one (1) to four (4) units to utilize solid waste services for all occupied dwelling units (Sec. 220.04). By submitting this application, the property owner is certifying that the residential dwelling unit (RDU) is completely unoccupied, under penalty of the City of Saint Paul Code of Ordinances. Submission of this form is subject to verification by the City of Saint Paul at any time. If the RDU is determined to be occupied, the RDU will immediately resume receiving garbage services from the designated Hauler for the property and will be subject to the rates for garbage service specified in City Code of Ordinances Chapter 220.

\_\_\_\_\_  
**Print Your Name (legibly)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Mailing Address**

_____ City	_____ State	_____ Zip
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_____ main contact telephone	_____ alternate phone
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\_\_\_\_\_  
**Email address (print legibly)**

*For Office Use Only*

Date Processed: \_\_\_\_\_

Staff: \_\_\_\_\_

**INSTRUCTIONS:**

*Complete and return this form.*

*Mail this form to:*

**City of Saint Paul**  
**Public Works – Solid Waste Division**  
 1500 City Hall Annex  
 25 W 4<sup>th</sup> St  
 St. Paul, MN 55102-1660

*Thank you for your cooperation.*

*Questions? Call the Garbage information line at 651-266-6101 or email [garbage@stpaul.gov](mailto:garbage@stpaul.gov).*