



### UTILITY VACANCY CERTIFICATE

Owner \_\_\_\_\_ Account Number \_\_\_\_\_

Service Address \_\_\_\_\_ Unit Number \_\_\_\_\_

Dates Vacant (From) \_\_\_\_\_ (To) \_\_\_\_\_

- The vacancy certificate must be filled out *prior* to the month the vacancy is to begin and the vacancy must be for more than 30 days.
- This vacancy certificate is good for a maximum of four (4) months. If at the end of four (4) months the unit is still vacant a new certificate must be filed.

As the owner or owner's authorized designee, I authorize the City of Kodiak to investigate the use or occupancy of the above unit during times when the unit is reported vacant. I agree to pay the penalty according to the fee schedule for each utility, water and/or sewer, if the unit is found occupied during a reported vacancy, plus full payment of all back charges for the entire vacancy period.

I also agree to notify the City of Kodiak Finance Department immediately when the unit/property becomes occupied again.

Owner's or designee's signature \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

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The effective date of this certificate will be \_\_\_\_\_

Employee accepting certificate \_\_\_\_\_ Date: \_\_\_\_\_

Dates Vacant (From) \_\_\_\_\_ (To) \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into billing system by: \_\_\_\_\_ Date: \_\_\_\_\_