

## Drop Box Service - Residential Service Requests, Applications and Payments

Dear Residential Customer:

For your convenience, we now accept the following service requests, applications and payments through a secure drop box at our administration building:

### Residential Service Requests and Applications

Roll-off container rental requests (must include hold harmless agreement, resident's name, address, roll-off container size, and check or money order)

Collection service for disabled residents (must include application and supporting documents)

### Payments (must be in Sealed Envelopes)

**Only checks or money orders accepted (no cash payments please)**

Roll-off container payments (must include hold harmless agreement, resident's name, address, roll-off container size, and check or money order)

Special collection fees (must include resident's name and address)

**When submitting applications and payments, please attach all required documents. As a courtesy, customers will be notified once service requests, applications and payments have been received.**

### Drop Box Location

Sanitation Division Administration Building  
Front entrance  
3720 Leroy Scott Drive  
Decatur, GA 30032

### Drop Box Availability

Monday through Friday  
7 a.m. – 7 p.m.

Thank you for being a Sanitation Division customer. We look forward to serving you.