

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

Dear Residential and Commercial Customers:

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

## **Residential Service Applications**

- New residential sanitation service
- Residential recycling subscriptions
- Collection service for disabled residents (back-door service)

## **Commercial Service Applications**

- Roll-off container applications
- New commercial sanitation service
- Commercial recycling subscriptions

## **Payments (Must be in Sealed Envelopes)**

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

- Roll cart upgrade fees
- Roll-off container payments
- Commercial recycling payments
- Dumpsters - include account number or statement
- Special collection (bulky item) fees - must include name and address
- New residential service prorated fees - must include 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. - 9 p.m.

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