

Special Collection Authorization Form

Customer name _____ Residential <input type="checkbox"/> Commercial <input type="checkbox"/>
Address _____
City _____ Zip _____ Sanitation district _____
Assessment completed by _____ Date _____
Special instructions _____

- | | |
|--|--|
| <input type="checkbox"/> Bulky items requiring special collection | <input type="checkbox"/> Dead animal |
| <input type="checkbox"/> Yard trimmings improperly prepared at the curb | <input type="checkbox"/> Eviction or large furniture cleanup |
| <input type="checkbox"/> Yard trimmings placed at the curb by tree/lawn service | <input type="checkbox"/> Passenger tire(s) at residential location |
| <input type="checkbox"/> Construction & demolition materials | <input type="checkbox"/> Commingled bulk pile |
| <input type="checkbox"/> Large quantity of unflattened boxes | <input type="checkbox"/> Tree parts |
| <input type="checkbox"/> Excess/overflow garbage for households with a 95-gallon roll cart | |

Estimated collection fee (\$50 minimum and \$100 per truck load) _____ <i>(Additional fees beyond original estimate above may be assessed if collection volume exceeds original expectations)</i>
Dead animal collection (\$5 fee for animals up to 24 lbs. and \$10 fee for animals from 25-100 lbs.) _____
Passenger tires at the curb (\$2 per tire; maximum of 4 tires) _____
Bulky items at a business <i>(fees will be billed to commercial account; account must be in good standing for collection)</i> _____

All items for special collection must be prepared by the residential/commercial customer in accordance with the Sanitation Division's proper preparation procedures, and prior to servicing by the special collections unit.

Payment Options

USPS mail – check or money order payments (no cash) can be mailed to the Sanitation Division, 3720 Leroy Scott Drive, Decatur, GA 30032 – Attention: *Special Collections*. Please include all necessary information, i.e., resident's name, service address, full description of items to be collected, and the bulk ID, request ID, or number listed in red at the top right corner of this form. Collection of items will occur within ten business days after payments are received.

Secure drop box – submit check or money order payments (no cash) to a secure drop box located at the front entrance to the Sanitation Division's administration building, 3720 Leroy Scott Drive Decatur, GA 30032 – reference *Special Collections*. Please include all necessary information, i.e., resident's name, service address, full description of items to be collected, and the bulk ID, request ID, or number listed in red at the top right of this form. The drop box is available Monday through Friday, from 7 a.m. to 9 p.m. Collection of items will occur within ten business days after payments are received.

In person – make payments at the Sanitation Division's administrative office, 3720 Leroy Scott Drive, Decatur GA 30032, Monday through Friday, from 7 a.m. – 5:30 p.m.