North Central Solid Waste Authority

VACANT REQUEST/DISCONNECTION OF SERVICE

P O Box 1230
1101 Industrial Park RD Suite C
Española, NM 87532
(505) 747-8459 • (505) 747-8464 fax

RECEIVED DATE &
RECEIVED BY

Account No._____
Customer Name: _____
Mail final bill to:_____
City _____ **State** ____**Zip** _____
Phone #_____ **Cell no.** _____
Email_____

☐ COMMERCIAL ACCOUNT

☐ RESIDENTIAL ACCOUNT

ALL ACCOUNTS REQUIRE THE FOLLOWING DOCUMENTATION:

☐WARRANTY DEED – NEW OWNER INFORMATION
☐PROOF OF VACANT LAND- Assessor's print out
☐PROOF HOME FOR SALE – From realtor must be vacant
☐PROOF NO ELECTRIC OR MINIMAL KWH USAGE
(*A minimum of 6 months MUST be provided*)

This request will *NOT* be considered if the required documentation is not submitted.

Physical Address _____
_____
Located @ _____
(Where property to be disconnected is located)

REASON FOR DISCONNECTION OF SERVICES:
_____
_____
_____

NCSWA BYLAWS

3.1 Service Fee
A. Solid waste fees are to pay for the system in place, which may include house to house pickup and use of the collection facilities. Every habitable dwelling in the service area is required to have a solid waste account except as described in section 3.2.
3.2 Exemptions
B. If the residence is occupied at all during the year, the homeowner is liable for this fee.
1. A "summer" or "vacant" home does not qualify as a vacant home.
2. A rental unit temporarily unoccupied does not qualify as a vacant home.

Charges will be stopped upon approval of application. If refuse is found at the premises during suspension of services and it is determined said refuse was generated by lawful occupants of the premises, the property owner may be back billed for the entire suspension period. All charges are on a full month basis and shall not be prorated. Vacancy may be physically verified by NCSWA employee. Polycart or Dumpster will be retrieved upon approval.

OFFICE USE ONLY

All documentation has been received and reviewed by:

Approved ☐ **Denied** ☐

_____ **Date** _____
Administrator
Application was denied:
_____
_____
_____

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge. And that I will accept responsibility for all charges and fees due at the time of leaving premises. I further understand that this application may be delayed in processing or denied if the information provided is incomplete or inaccurate.

Owner Signature (required):_____ Date: _____

Work order to retrieve dumpster/cart _____

Work order to remove from route/list _____

Entered/completed by: _____ **Date:** _____

Last Updated 11/02/2026 J.L.