



UTILITY BILLING SERVICES  
utilities@cityofmedford.org

**CITY OF MEDFORD**  
200 S. IVY STREET, 2<sup>nd</sup> FLOOR  
MEDFORD, OREGON 97501  
www.ci.medford.or.us

TELEPHONE (541) 774-2140  
FAX (541) 774-2552

**VACANCY CERTIFICATION**  
**FOR TEMPORARY REDUCTION OF STREET & PARK UTILITY FEES**

Address of Vacancy: \_\_\_\_\_ Square Footage: \_\_\_\_\_

City of Medford Utilities Acct. #: \_\_\_\_\_ - \_\_\_\_\_

Please note, unoccupied suites being used as storage DO NOT qualify as vacant.

I hereby certify that the above address is vacant and has been vacant since \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**I will notify the Utility Billing Services Department in the event the property becomes occupied.**

**I understand that this Vacancy Certification will reduce the Street & Park Utility Fees up to three (3) billing cycles. If the property remains vacant beyond that time, recertification is required every three (3) months.**

**IF CERTIFICATION IS NOT RENEWED, FEES WILL BE REINSTATED UPON EXPIRATION OF PRIOR SUBMITTAL AND BILLED TO THE RESPONSIBLE PARTY FOR THE AMOUNT OF THE UNDERCHARGE FOR A PERIOD OF UP TO TWO (2) YEARS.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_