



Canton City Utilities  
306 2<sup>nd</sup> ST SE  
Canton OH 44702  
cantonohio.gov  
cantonutilities@cantonohio.gov

## SANITATION AFFIDAVIT INFORMATION AND INSTRUCTIONS

1. All sanitation affidavits must either be notarized or need to include a legible copy of current photo identification. Affidavits without identification or notarization will be returned.
2. If refuse service was used at any time, even one day, during the monthly billing period, the affidavit will be denied. To receive credit, there must be a full monthly billing period without trash pickup.
3. If the affidavit does not state the exact dates of vacancy as indicated below, it will be denied.
4. If anyone other than the property owner signs the affidavit, it will be denied. Persons listed on the recorded deed are considered the legal property owners. Powers of Attorney and Executors may sign if proof has been provided.
5. The only way to eliminate sanitation charges is to have water service discontinued at the property. In order to stop service, the property owner is required to sign a turn-off slip and provide photo identification. Turn off slips can be executed in the Utility Billing Office or from our website.
6. All blank spaces must be filled in, including billing date and owner's address. Incomplete forms will be denied.
7. \*\*\*A policy change made in January 2022, enacted a Statute of Limitations that allows Canton City Utilities to go back 3 (three) months including the current bill date, to file sanitation affidavits. (example: if bill date is the 8<sup>th</sup>, and affidavits are received on April 10th, only February, March and April will be accepted. If received before April 8<sup>th</sup>, then January, February and March will be accepted.) **It is in the best interest of the property owner to submit sanitation affidavits each month.** The affidavit can be submitted with the utility bill, emailed or dropped off in the drop box.

### SNOW BIRDS:

If you are filing because you were away from your home for an extended period of time, please be sure to include the date of departure and date of return, e.g. "vacant from January 2, to March 1 2022".

### SINGLE UNIT DWELLING:

1. Provide the exact dates the unit became vacant, e.g. "Vacant since January 1, 2022."

### MULTIPLE UNIT DWELLINGS:

1. Provide the exact dates that each unit became vacant, example, "Unit 1 vacant since January 15, 2022 and Unit 4 vacant since March 3<sup>rd</sup> 2022," (or unit A, B, C, upstairs unit, downstairs, whatever the case may be).
2. If you are being billed for more than one unit and feel that the property should be billed as a single unit dwelling, please contact the City of Canton Code Enforcement Department at 330 430-7800, to request an inspection and recoding of the property. Billing will remain the same until notification is received from Code Enforcement, confirming a change in unit status.
3. If you have any questions regarding the affidavit, please contact Utility Billing at 330 649-8100.
4. If your questions pertain to trash pick-up or dumpster rentals, please contact the Sanitation Department at 330 489-3020. \*\*

An affidavit is a sworn statement. Please review information for accuracy before signing\*\*