



Residential Account Closure Form

Account closure form is required for all residents who are moving out of their residence. Please fill out all the necessary information and return form to forms@pleasantongarbage.com.

Requested Removal Date: \_\_\_\_\_

PGS will remove services on service days only. Service closure request is required to be submitted at least one business day before desired removal date.

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

Customer Name: \_\_\_\_\_

Landline Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Please have carts at the curb the night before the removal date in your confirmation email. Carts will be serviced as normal and then removed by a second truck. Billing will continue until ALL carts are removed.

If available, please provide serial numbers of carts you have. Numbers are located on the side of the carts. (example: G35 000012):

Table with 2 columns and 3 rows: Garbage cart serial #, Recycle cart serial #, Greenwaste cart serial #

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Please provide a forwarding address for your final statement. If you would like paperless billing for your final statement, please checkmark the box that applies below and provide a valid email address:

- I have paperless billing on my account.
I would like paperless billing for my final statement. Email address: \_\_\_\_\_

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

If you have a credit on your account, a refund check will be mailed within one quarter after the closure date.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Sign after completion: \_\_\_\_\_ Date: \_\_\_\_\_

- Email confirmation sent
Form filled out via phone
Vacant account created
Refund note added (if applicable)