



TRANSPORTATION
PUBLIC WORKS

**VACANCY EXEMPTION REQUEST FOR THE TRANSPORTATION USER FEE
(COMMERCIAL PROPERTY ONLY)**

Note: Please allow 1-2 billing cycles for the exemption to appear on your utility bill. Budget Billing customers will see the exemption reflected in your next biannual update.

Customer Information:

Account Owner Name: _____

Telephone: _____

Property Address/Zip: _____

Utility Bill Account #: _____

Note: Customer Name above must be listed on the Utility Account to be eligible for exemption

Email Address: _____

Please read and initial next to the following:

* _____ I understand that once the City of Austin receives and processes this Vacancy Exemption Request, this property will be exempted from billing the Transportation User Fee until the property is no longer vacant, or 3 months, whichever occurs first.

* _____ If the property remains vacant after 3 months, the account owner must submit a new signed Vacancy Exemption Request, otherwise this property will begin billing the Transportation User Fee.

* _____ No refunds or credits will be granted for fees paid in months not covered by a current Vacancy Exemption Request.

* _____ I understand that at any time the City of Austin may visit this property and verify the information I have provided. If it is determined the information is incorrect, the City shall have the right to recover all monies owed by me to the City as a result of this information and shall initiate billing of this fee immediately. The reimbursement to the City shall date back to the date I initially requested for the exemption.

* _____ I understand that I am to notify the City of Austin should the property become occupied and the utility bill remains in my name.

Signature _____ Date _____

Please return this form to: **Email:** TUFVacancy@austintexas.gov (Preferred)

Or Mail to:
Transportation and Public Works Department
ATTN: Financial Services
5202 E Ben White Blvd, Suite 450
Austin, TX 78741
FAX: (512) 974-1719

Please allow 1-2 billing cycles for the exemption to appear on your utility bill. If you have any questions or need additional information, email TUFVacancy@austintexas.gov or call (512) 974-7696.