

Dear Property Owner:

November 1, 2023

Your commercial, multi-unit residential, or mixed-use property is eligible for City trash and recycling service. The fee is \$500 per year. The City of Philadelphia requires most large commercial, multi-unit residential, or mixed-use properties, to purchase private trash service. However, some smaller properties like yours are eligible to use the City service, with weekly limits on the amount of trash and recyclables left at the curb. The enclosed bill will only show your balance for 2023. If you owe past due debt on this property, you will receive a separate bill and payment voucher.

**Please note, payment instructions have changed.** You must pay the Commercial Trash Fee (previously the Refuse Fee), unless you already use a private hauler. Act within 60 days to avoid interest and penalties. You have three options:

**Weekly Set-out Limits:**  
The maximum amount of non-recyclable trash allowed on the curb weekly is six, 32-gallon receptacles or 12 plastic bags, or an equivalent combination of the two. There is no limit on recyclables. If the property exceeds set out limits, the City will issue a fine.

- **Pay the enclosed bill in full by December 31, 2023.** If necessary, you can pay in two installments. The first installment of \$250 is due by December 31, 2023. The second installment is due by June 30, 2024. It is fastest to pay online at the Philadelphia Tax Center at [tax-services.phila.gov](https://tax-services.phila.gov). Use the "Property" panel and search by address. You do not need a username or password to pay online and you can access the website on a cell phone or tablet. eCheck is free from processing charges. You can also mail your payment using the instructions on the bill.
- **Purchase private trash service.** If you use private trash service, it is fastest to visit [tax-services.phila.gov](https://tax-services.phila.gov) to fill out an exemption form online. Use the "Property" panel and search by address. You will be asked to upload a photo of your current service agreement from a licensed hauler. You can also return the enclosed Exemption Form with a copy of your current service agreement by mail. Show that you have a private trash service contract in place within 60 days of the bill date or you will be responsible for the full fee.
- **Qualify to receive City trash and recycling services for a waived fee.** If you meet one of the criteria below, you can apply for an exemption on the Tax Center at [tax-services.phila.gov](https://tax-services.phila.gov). Use the "Property" panel and search by your address. Follow the prompts to upload documentation. Or fill out and return the enclosed Exemption Form by mail.
  - **Owner-Occupied Property**, the property must be 100% occupied by the owner with no tenants, residential only.
  - **Owner-Occupied Duplex**, the owner must live in one unit and have only one other rental unit. The owner must provide a current rental license from the Department of Licenses & Inspection.
  - **House of Worship**, the property must be used for religious purposes only.
  - **Vacant Property**, the property must be vacant and owner must provide a current Vacant Property license from the Department of Licenses & Inspection.

Contact the Department of Revenue with questions at (215) 686-6442 or via email at [solidresources@phila.gov](mailto:solidresources@phila.gov). For online payment options, visit [phila.gov/pay](https://phila.gov/pay).

Form must be filled out in English. For translation services please call (215) 686-6442.

Por favor llene esto en Inglés. Para servicios de traducción, llame por favor al (215) 686-6442.

Cette forme doit être complétée en anglais. Pour des services de traduction, appelez SVP (215) 686-6442.

Данная форма должна быть заполнена на Английском языке. Для помощи с переводом, пожалуйста, обращайтесь по телефону (215) 686-6442.

表格必须用英语填写。如有翻译服务需要, 请致电 (215) 686-6442.

يرجى ملء النموذج باللغة الإنجليزية. خدمات الترجمة متوفرة على (215) 686-6442

양식을 영어로 작성하십시오. (215) 686-6442 으로 전화하십시오.