



## VACUUM LEAF COLLECTION SERVICE REQUEST FORM

To receive vacuum leaf collection this form must be completed and submitted with the **\$30 service fee**. Please make your check or money order payable to CITY OF RICHMOND.

For assistance call 646-LEAF (5323).

Mail or deliver in person to:

City of Richmond  
Department of Public Works – LEAF  
900 E. Broad St., suite 704  
Richmond, VA 23219

Name of requestor (print): \_\_\_\_\_

Address of requestor: \_\_\_\_\_

**Address where service is requested:** \_\_\_\_\_

Telephone number(s): h: \_\_\_\_\_ c: \_\_\_\_\_

Date mailed or submitted: \_\_\_\_\_

In order to process your request this section must be filled out in its entirety. \*When your request is processed you will be notified of your vacuum service schedule.

**FOR INTERNAL USE ONLY**

\*Vacuum service may be delayed during inclement weather.

Date received \_\_\_\_\_

Mail-in \_\_\_\_\_ | Walk-in \_\_\_\_\_

Check | check # \_\_\_\_\_ | Money order | type and # \_\_\_\_\_ | \_\_\_\_\_

Date requestor contacted \_\_\_\_\_

\*Date(s) service scheduled \_\_\_\_\_ Request Tracking # \_\_\_\_\_