

Dear Resident,

Welcome to [Apartment Complex Name]! To maintain a clean and pleasant environment for everyone, please follow these trash disposal procedures:

Trash Collection Location:

All household trash must be placed inside the [dumpsters/compactors] located at [Insert Location].

Disposal Hours:

Trash may be disposed of between the hours of [Start Time] and [End Time].

Key Rules:

- All trash must be bagged and tied securely.
- Do not leave trash bags on the ground outside of the containers.
- Large furniture, mattresses, and electronics are not permitted in the regular bins. Please contact [Management/Hauler] for bulk pickup instructions.
- Cardboard boxes must be flattened before being placed in the [Recycling/Trash] bin.

Recycling:

Recycling bins are located at [Insert Location]. Please only deposit accepted materials such as [List Materials: paper, plastic, aluminum].

Failure to follow these procedures may result in a fine of \$[Amount] per violation.

Thank you for your cooperation in keeping our community clean.

Sincerely,

Management

[Apartment Complex Name]

[Phone Number]

[Email Address]