

Dear Resident,

Welcome to your new home! To help keep our community clean and organized, please follow these instructions regarding trash and recycling disposal.

1. Trash Collection Schedule

Trash is collected on the following days: **[Insert Days, e.g., Mondays and Thursdays]**. Please ensure your bins are placed at the designated pickup point by **[Insert Time]**.

2. Recycling Guidelines

Recycling is collected on: **[Insert Day]**.

Accepted Materials:

- Paper and cardboard (please flatten all boxes)
- Plastic bottles and containers
- Aluminum and steel cans
- Glass jars and bottles

Note: Do not place plastic bags, Styrofoam, or food waste in the recycling bins.

3. Disposal Locations

Bins and dumpsters are located at: **[Insert Location, e.g., the north corner of the parking lot]**.

4. Large Item Disposal

Furniture, mattresses, and electronics are not permitted in the regular trash bins. To arrange a bulk pickup, please contact **[Insert Contact Name/Department]** at **[Insert Phone Number/Email]**.

5. General Rules

- All trash must be bagged and tied securely.
- Do not leave trash bags outside your front door or in common hallways.
- Ensure bin lids are closed completely to prevent pests.

Thank you for your cooperation in keeping our property clean.

Sincerely,

[Your Name/Property Management Name]
[Contact Information]