

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Dear Resident,

Welcome to [Property Name]! To ensure our community remains clean and comfortable for everyone, we would like to provide you with the waste removal schedule and guidelines for your new home.

Collection Schedule:

- **General Trash:** [Days of the week, e.g., Mondays and Thursdays]
- **Recycling:** [Day of the week, e.g., Wednesdays]
- **Bulk Items:** [Frequency or instructions, e.g., First Friday of each month]

Collection Procedures:

- Waste should be placed in the designated [bins/chutes/collection area] located at [Location].
- Please ensure all trash is securely bagged.
- Recyclable items should be [loose/placed in blue bags] and include only [list accepted materials like paper, plastic, metal].
- Items must be set out no later than [Time] on the morning of collection.

Important Rules:

- Do not leave trash bags in hallways, on balconies, or outside your front door.
- Hazardous materials (batteries, chemicals, electronics) are not permitted in regular bins.
- Cardboard boxes must be flattened before disposal.

Thank you for your cooperation in keeping our property clean. If you have any questions regarding waste management, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]