

[Date]

[Resident Name]

[Unit Number]

[Property Address]

Notice: Garbage and Recycling Procedures

Dear Resident,

To maintain a clean and healthy environment for everyone, please follow these updated instructions for waste disposal and recycling at [Property Name].

1. Collection Schedule

- **Regular Garbage:** [Day of the week]
- **Recycling:** [Day of the week]
- **Bulk Items:** [Day of the week or "By appointment only"]

2. Disposal Rules

All trash must be placed inside plastic bags and tied securely. Do not leave bags on the floor or outside of the designated bins.

3. Recycling Guidelines

Please place only the following items in the recycling bins:

- Paper and Cardboard (Flattened)
- Plastic Bottles and Containers
- Aluminum and Metal Cans
- Glass Jars and Bottles

Note: Plastic bags and food-contaminated items should not be placed in recycling bins.

4. Prohibited Items

The following items may not be disposed of in the regular bins:

- Electronic waste (TVs, computers)
- Hazardous materials (Batteries, paint, chemicals)
- Large furniture or appliances

Failure to comply with these rules may result in [Fines/Service Fees]. If you have any questions regarding waste management, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]