

Dear Resident,

Welcome to the neighborhood! To help you settle in, we have provided your official trash and recycling collection schedule and guidelines below.

## Collection Schedule

- **Trash Pick-up:** Every [Insert Day, e.g., Tuesday]
- **Recycling Pick-up:** Every [Insert Day or Frequency, e.g., Every other Friday]
- **Green Waste / Bulk Pick-up:** [Insert Day/Date or "By Appointment"]

## Set-out Instructions

Please ensure your bins are placed at the curb by [Insert Time, e.g., 7:00 AM] on your scheduled collection day. Bins should be placed at least [Insert Distance] apart with the handles facing toward your home.

## Quick Recycling Guide

**Accepted Items:** Paper, cardboard, aluminum cans, and plastic bottles labeled #1-#[Insert Number].

**Not Accepted:** Plastic bags, glass (if applicable), electronics, and hazardous waste.

If a holiday falls on your collection day, your service may be delayed by one day. Please visit [Insert Website URL] for a full holiday calendar and list of prohibited items.

Thank you for helping us keep our community clean!

Best regards,

[Management Name/Waste Service Name]

[Contact Phone Number]

[Email Address/Website]