

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Annual Reminder: Property Waste and Recycling Compliance

Dear Resident,

As part of our commitment to maintaining a clean and sustainable living environment, this letter serves as your annual reminder regarding the waste management and recycling policies for [Property Name].

To ensure compliance with local municipal codes and to avoid property fines, please adhere to the following guidelines:

- **Sorting:** Ensure all items are separated correctly into the designated Trash, Recycling, and Organic/Compost bins.
- **Flattening Boxes:** All cardboard boxes must be flattened before being placed in the recycling containers to save space.
- **Prohibited Items:** Do not dispose of hazardous waste, electronics, furniture, or mattresses in the standard collection bins. Please contact management for guidance on bulk item disposal.
- **Bagging:** All general trash must be securely bagged. Please do not bag recyclables; place them loose in the blue bins.
- **Cleanliness:** Keep the area around the bins clear. Leaving trash on the ground is a violation of the lease and attracts pests.

Proper waste disposal helps keep our community clean and reduces the environmental impact of our property. Failure to comply with these regulations may result in individual fines or increased utility fees for the building.

If you have any questions regarding which items are recyclable or the pickup schedule, please visit [Website Link] or contact the management office at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Management Name/Property Manager]

[Property Management Company]