

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

Subject: Notice of Enhanced Waste Disposal Rules and Procedures

Dear Residents,

To ensure a clean, safe, and hygienic environment for all residents, Property Management is implementing enhanced waste disposal rules effective [Start Date]. Please review the updated guidelines below:

- **Bagging Requirements:** All household trash must be securely tied in leak-proof plastic bags before being placed in chutes or bins.
- **Recycling Protocols:** Only clean, dry paper, cardboard, plastic, and metal may be placed in recycling containers. Do not include plastic bags in the recycling bins.
- **Bulky Items:** Disposal of furniture, mattresses, or electronics in common areas is strictly prohibited. Please contact [Department/Phone Number] to schedule a special pickup.
- **Hazardous Waste:** Items such as batteries, paint, and chemicals must not be disposed of in regular trash. Please use designated city drop-off points.
- **Timing:** Trash should only be brought to designated disposal areas between the hours of [Start Time] and [End Time].

Please note that failure to comply with these regulations may result in fines or cleaning fees assessed to your account. These measures are necessary to prevent pests, odors, and rising maintenance costs.

We appreciate your cooperation in keeping [Property Name] a pleasant place to live. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager]

[Property Management Company]