

Letter to Residents – Template for Recycling & Organics Collection

For use as printed or emailed letter to fulfill obligation for move-in, move-out, and annual notification.

Dear Resident:

It is our goal to make it easy for you to recycle and compost. Please contribute to making our recycling and organics collection program a success by properly sorting your recyclable materials from your trash.

Recycling and composting is good for the economy and the environment. It creates jobs and keeps valuable resources out of landfills. Making new products out of recycled materials also saves energy and reduces pollution. Keeping organic materials out of the landfill prevents the formation of landfill gases like methane, a powerful greenhouse gas.

Where and What to Recycle

Bins for recyclables, organics, and trash are located at :

Here's a short list of some of the materials that should be recycled. For additional information, visit sacramentovalley.wm.com.

What to recycle

RECYCLE

- Clean, dry paper and flattened cardboard
- Empty glass jars and bottles
- Empty metal food and beverage cans (aluminum and steel)
- Empty plastic bottles, jars and containers

ORGANICS

- Food scraps
- Food-soiled paper
- Yard debris

Moving In and Moving Out Tips

When people move into or out of a home, a lot gets thrown out – unwanted furniture and household items, packing material, cardboard and even clothes. This is a perfect time to remember the 3Rs—Reduce, Reuse and Recycle. There are resources available to help you determine what to do with many different items including:

- Unwanted furniture and other reusable items
- Household hazardous waste including paint, cleaners, fluorescent light bulbs and batteries
- Electronic waste such as computers and TVs

Questions?

If you have any questions, please contact:

Thanks again for your interest and cooperation.

Sincerely,

Building Manager/Condo Board/Building Owner