

Letter to Tenants – Template (print on company letterhead)

For use as printed or emailed letter for move-in, move-out, annual notifications, or newsletter inserts

Dear Resident:

It is our goal is to have our tenants live in a clean environment. In order to help ensure our waste containers are collected, please:

- Put garbage and recycling in the correct bin
- Do not block containers with vehicles
- Do not overfill bins (walk to other bins)
- Do not put hazardous waste in containers
- Do not place large items in containers



Where to Recycle

Garbage and recycling bins are located at (insert location in building/complex).



What to Recycle

Some of the materials that should be recycled include: paper and cardboard, glass jars and bottles, cans and cartons, metal food and beverage cans (aluminum and steel), and all plastics labeled with numbers #1-7, like beverage containers, detergent bottles, yogurt and margarine tubs. For an expanded list, visit www.SanJoseRecycles.org.

Household Hazardous Waste (HHW)

- Schedule a FREE drop-off appointment to get rid of batteries, chemicals, electronics, fluorescent light bulbs, helium and propane tanks, paint, syringes, and more.
- Visit www.hhw.org or call (408) 299-7300.

Move-In and Move-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. It's easy and FREE to get rid of your junk! San José residents can schedule free appointments to have large items (such as mattresses, sofas, refrigerators, tires, and more) picked up by their recycling collection company. See [list of eligible items](#).

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Schedule a free junk pickup appointment

Call GreenTeam of San José at (408) 282-4400 to schedule your pickup.

Place your junk items for pickup at this location: (insert location in building/complex).

Questions?

If you have any questions, please contact (insert name) at (insert phone number or email address).

Thanks again for your interest and cooperation.

Sincerely,

Building Manager/Condo Board/Building Owner

date