

MODEL AGREEMENT

Have Residents Acknowledge Site Recycling Rules

Below is model language you can adapt and use in your house rules or lease agreements to address your site's recycling program, indoor bin deposit, and move-in/move-out requirements. It is based on language from

Ecology Action, which is available at www.ecoact.org (click on Zero Waste). Show this language to your attorney before adding it to your leases.

GARBAGE AND RECYCLING COLLECTION

1. **RECYCLING PROGRAM:** *[Insert site name]* has an active recycling program that all residents are strongly encouraged to participate in. Recycling protects the environment, helps keep our site clean and attractive, and reduces our disposal costs.
2. **RECYCLING RECEPTACLES:** Recycling receptacles are located next to or near the garbage containers. Only recyclable materials may be placed into the recycling receptacles. A list of recyclable materials is made available to each resident upon move-in and can also be found on each recycling receptacle. Additional lists are available from the manager.
3. **SECURITY DEPOSIT:** As part of the site's Recycling Program, two indoor recycling containers will be provided to residents upon move-in. A deposit of \$*[insert amount—e.g., 10]* will be charged for the use of these containers and will be credited back to the resident's security deposit if the containers are returned upon move-out.
4. **MOVE-IN AND MOVE-OUT:** When moving in or out, the resident must:
 - a. Place all recyclable materials in the recycling containers. Large cardboard boxes must be broken down, flattened, and placed next to the recycling containers.
 - b. Take all bulky items (mattresses, couches, TVs, etc.) to a local reuse store or to the landfill or transfer station for recycling. Information about proper disposal locations is available from the site manager. If these items are left in the garbage and recycling enclosure area, a \$*[insert amount—e.g., 25]* fee for each item left will be deducted from the security deposit.
 - c. Properly dispose of unwanted electronics and household hazardous waste (paint, batteries, cleaning supplies, car batteries, fluorescent lights, etc.) at the local Household Hazardous Waste (HHW) Collection Facility. Detailed information is available from the site manager. These items may *not* be placed into or next to the garbage or recycling containers. If these items are left in the garbage and recycling enclosure area, a \$*[insert amount—e.g., 25]* fee for each item left will be deducted from the security deposit.

RESIDENT ACKNOWLEDGMENT

Please initial on the lines below:

- _____ I have been given educational materials that explain what materials must be sorted from my garbage and recycled.
- _____ I have been shown the site's recycling and garbage area.