## Letter to Residents: Waste Diversion Reminder Template

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| **Reminder Notice:** **Organics, Recycling and Garbage**  |

Date:

Dear Residents,

Waste containers have been set up at this property for the disposal of organic waste, recycling and garbage. When materials are placed in the wrong bins, our property may be charged additional fees and/or the containers may not get picked up at all by our waste collection provider.

Please separate your waste according to the labels and posters placed near the waste containers. Remember: Do not bag recyclables, place the items loose in the recycling bin. No plastic bags or containers in the green bin. This includes items labelled as compostable or biodegradable.

If you have items that are not accepted in residential recycling and green bin containers (such as electronic waste, batteries, flexible plastics, etc.), please use the City of Vancouver’s Waste Wizard to find out how you can properly dispose of them at the nearest drop-off depot. Download the app or visit [**vancouver.ca/wastewizard**](https://vancouver.ca/home-property-development/waste-wizard.aspx#redirect)

**By properly sorting your materials, you can help to keep our building management costs down and unexpected fees.**

Please do your part by sorting your organics and recyclable items out of garbage and into the correct recycling bins.

Sincerely,

Building Manager/Condo Strata Board/Building Owner