

**Sample letter to tenants describing how to properly recycle and manage waste from
Building Owner / Landlord / Property Manager**

Dear Resident,

Under the current City of Toronto requirements, building owners are required to pay a fee for City garbage collection based on how much garbage is generated at each building. However, there is no cost or limit on the amount of recycles and organics residents can generate. Therefore, the more we recycle, the less garbage we have; and the less garbage we have, the lower our fee.

In 2013 multi-residential buildings diverted only 26% of the total amount of waste they generated, compared to 68% in single-family households. Let us do our part increasing recyclable and help the environment by reducing landfill waste.

Please remember to separate waste, recyclables and organic materials carefully as it is important to minimize contamination. If garbage is mixed with recycling the contaminated loads cannot be recycled. Please check your Recycling Calendar or visit www.toronto.ca/recycle for more information on the different waste streams and how to properly manage them.

If you have any questions, please contact the superintendent /manager <**ADD NAME / PHONE NUMBER / LOCATION**>.

Thank you for helping to keep costs down and provide a clean, organized garbage and recycling program that works for our building.

Sincerely,