

Sample Lease Agreement*

Below is customizable sample language addressing the building's recycling program, indoor bin deposit and move in/out requirements to include in your lease agreements.

Note: Before including this sample language in your building's lease agreement, customize the items in BOLD.

ADDITIONAL TERMS OF LEASE

Garbage & Recycling Collection:

1. (BUILDING NAME) has an active recycling program that all tenants are strongly encouraged to participate in. Recycling protects the environment, helps keep our building clean and attractive, and reduces our disposal costs.

2. Recycling (DUMPSTERS/CARTS) are located next to or near the garbage containers. Only recyclable materials may be placed into the recycling containers. A list of recyclable materials is made available to each tenant upon move-in and can also be found on each recycling (DUMPSTER/CART). Additional lists are available from the manager. To find out where to recycle or properly dispose of just about anything, you can contact the County of San Diego's Recycling & Household Hazardous Waste Hotline at 1-877-R-1-EARTH (1-877-713-2784) or online at www.wastefreesd.org.

3. SECURITY DEPOSIT: As part of (BUILDING NAME)'s Recycling Program, an indoor recycling container will be provided to tenants upon move-in. A deposit of \$(10.00) will be charged for use of this container and will be credited back to the tenant's security deposit if the container is returned upon move out.

4. MOVE-IN AND MOVE-OUT: When moving in or out, the tenant 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, TV's, etc.) to a local reuse store or to the landfill or transfer station for recycling. Information about proper disposal locations is available from the building manager. Also, to find out where to recycle or properly dispose of just about anything, you can contact the County of San Diego's Recycling & Household Hazardous Waste Hotline at 1-877-R-1-EARTH (1-877-713-2784) or online at www.wastefreesd.org. If these items are left in the garbage and recycling enclosure area, a \$(25.00) 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 building manager or the County hotline. 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 \$(25.00) fee for each item left will be deducted from the security deposit.

NEW RESIDENT: Please initial and sign where indicated:

I have been given educational materials that explain what materials must be sorted from my garbage and recycled____(initial)

I have been shown the building's recycling & garbage area _____(initial)