Sample Lease Addendum

**INSTRUCTIONS**: This document provides customizable sample language to include as a lease addendum for current tenants that explains your multifamily property’s organics, recycling, and garbage collection program, including acceptable items, move in/out requirements and the location of the collection containers. Landlords/Property Managers may consider including the same or similar language in new lease agreements.

Please consider providing the tenant with a map of the property with the locations of the organics, recycling and garbage containers clearly marked. You can also provide a copy of the Multifamily Recycling and Waste Services Guide in your tenant move-in packet as a visual aid for acceptable/unacceptable materials. Visit the resources section of our website at: [SacGreenTeam.com, Multifamily – Apt/Condo](https://wmr.saccounty.gov/Pages/Multifamily.aspx) for the PDF versions of the Multifamily Recycling and Waste Services Guide and the [organics](https://wmr.saccounty.gov/PublishingImages/Lists/FAQ/NewForm/SGT23_Service%20Icons_color_3.png), [recycling](https://wmr.saccounty.gov/PublishingImages/Lists/FAQ/NewForm/SGT23_Service%20Icons_color_2.png), and [garbage](https://wmr.saccounty.gov/PublishingImages/Lists/FAQ/NewForm/SGT23_Service%20Icons_color_1.png) symbols that can be used on property maps to mark the locations of the waste containers.

**Before including the below sample language in your lease agreement, please customize the highlighted fields and edit the document as needed.**

**DISCLAIMER:** The below document and language therein is provided on this website as a courtesy and as a public service for your convenience. Neither the County of Sacramento nor its Department of Waste Management & Recycling make any representation as to the suitability of the form or any language therein for your purposes. Our employees are precluded from providing legal advice and they cannot assist the public in the preparation of legal documents. If you have questions concerning whether this addendum or any language therein is appropriate for your transaction, you should consult an attorney or obtain other professional advice.

**Additional terms of lease**

This addendum states the addition of the following terms and conditions to be incorporated into the original lease agreement. This addendum is effective starting (MM/DD/YY) \_\_\_\_/\_\_\_\_\_/\_\_\_\_.

ORGANICS, RECYCLING & GARBAGE COLLECTION:

**1. MULTIFAMILY PROPERTY REQUIREMENTS**

All Multifamily properties must subscribe to organics, recycling, and garbage collection services and must separate recyclables and organic materials from the garbage. Additionally, property managers are required to ensure their recycling and organics collection services are adequate by subscribing to a sufficient level of service (container size, number of containers, and frequency of pick up) for their property, making sure the containers are clearly labeled, and ensuring containers are reasonably accessible to tenants pursuant to Sacramento County Code 6.20.430.

Multifamily properties are also required to educate tenants on how to separate their recycling, organics, and garbage within 14 days of move-in and to provide annual reminders to all tenants.

**2. ACCEPTABLE MATERIALS\***

*a. ORGANICS*

Organics must be placed in the organics container(s) located on-site. Organics includes:

* Food scraps, including leftovers and plate scrapings
* Cheese and eggshells
* Fruits and vegetables
* Meat scraps and bones
* Food-soiled paper, such as greasy pizza boxes, used paper plates, used napkins
* Coffee grounds, paper filters, and tea bags

Compostable bags are ok and must be BPI certified (ASTM-D6400).

Do not place in the organics container(s): glass, metal, coated paper or cartons, plastics, pet waste, treated wood.

*b. RECYCLING*

All recyclables must be empty and dry (no liquids or food residue) and put loose in the recycling container(s) located on-site. Lids and labels are ok. Recyclables include:

* Clean flattened cardboard and paperboard
* Clean paper
* Glass bottles and jars
* Metal cans
* Plastic bottles and containers

Do not place in the recycling container(s): plastic bags, plastic wrap or flimsy film plastic, Styrofoam, propane tanks, paint, batteries, needles, organics, coated paper or cartons, clothing, shoes, blankets, hoses, cords, chains, clothes hangers, liquids.

*c. GARBAGE ​*

All garbage must be placed in the garbage container(s) located on-site. Garbage includes:

* Plastic bags
* Plastic utensils and straws
* Compostable plastic plates, cups, and utensils
* Styrofoam
* Bubble wrap, plastic food wrap, padded envelopes, foil pouches
* Coated paper products (paper milk cartons, broth containers, juice boxes, to-go cups)
* Chip bags and candy wrappers
* Clothes, shoes, blankets
* Diapers
* Pet waste

Do not place in the garbage container: organics (food waste, food-soiled paper, plant trimmings), recyclables, liquids, e-waste, rocks, dirt, bricks, sod, hot ashes, coals, fireworks, hazardous waste. When possible, consider reusing or donating items before putting in the garbage. All items in the garbage go to the landfill for disposal.

\*Check with your property manager for program specifics including acceptable/unacceptable items and how organics and recyclables must be prepared before putting them in the containers. The information listed above may be subject to change.

**3. MOVE IN/OUT REQUIREMENTS**

When moving in or out, the tenant must:

* *Recycle Cardboard* - Large cardboard boxes must be broken down and flattened before being placed inside a recycling container. Tape left on boxes is ok.
* *Properly Dispose of Bulky Items* - Unwanted or broken furniture can be dropped-off at a local facility. Unwanted mattresses/box springs, up to 2 appliances (such as refrigerators, dishwashers, stoves, ovens, dryers), TVs, and computers can be dropped-off at the North Area Recovery Station or Kiefer Landfill for free under specific conditions.\*\*
* *Properly Dispose of Electronic and Hazardous Waste* - Household hazardous waste (HHW) including paint, cleaners, fluorescent light bulbs, propane tanks, batteries, and electronic waste can be dropped off for free at a local HHW facility.\*\*

\*\*For the most current information, please visit the [Free Item Drop-off](https://wmr.saccounty.gov/Pages/FreeDropOffItems.aspx) and [HHW Drop-off](https://wmr.saccounty.gov/Pages/HHW-Dropoff-Centers.aspx) webpages at [SacGreenTeam.com](https://wmr.saccounty.gov/Pages/default.aspx), under the “Residential” tab.

**4. LOCATION OF ORGANICS, RECYCLING AND GARBAGE ENCLOSURES/CONTAINERS**

There are waste enclosures on the property for organics, recycling, and garbage.

Provide a map and/or further details by describing the types of containers in each enclosure (*Example:* *All enclosures have a garbage, recycling, and organics container; The recycling and organics containers are co-located with each other*) and describing the general locations of the waste enclosures (*Example: along the perimeter of the property, inside parking lots, near the maintenance building, etc*.).

**5. MULTIFAMILY PROPERTY SPECIFIC PROCEDURES**

Property Name has an active recycling and organics collection program for all tenants to participate in. Recycling helps to protect the environment by saving natural resources and energy, and helps keep our property clean and attractive.

This property has established the following procedures for handling recyclables, organics, and garbage that apply to all residents, housekeepers, guests, sub-tenants, homecare workers, and other visitors:

* Organics, recyclables, and garbage must be placed in the correct containers. Failure to comply results in Enforcement Action (*Example: fines*)
* Bulky items (mattress/furniture) must not be placed in any organics, recycling, or garbage container or enclosure. Describe the specifics of your property’s bulky waste program. Failure to comply results in Enforcement Action.
* Describe additional program specifics, including whether the containers are kept locked, if the property utilizes a valet program, and any other related details

The service days for the waste containers are listed below:

* The organics container(s) are picked up on *Day(s) of Pickup (Example: Mondays, Tuesdays, etc.*)
* The recycling container(s) are picked up on Day(s) of Pickup
* The garbage container(s) are picked up on Day(s) of Pickup
* Service days are subject to change at the discretion of the service provider.

TENANT ACKNOWLEDGEMENT

***Please check all that apply:***

[ ]  I have been given information about acceptable recyclables and organics that must be kept separate from my garbage.

[ ]  I know the location of the property’s waste enclosure(s) and garbage, recycling, and organics containers.

[ ]  I know the procedures for handling and sorting garbage, recyclables, organics, household hazardous waste, and bulky items.

[ ]  I understand that recycling and organics collection requirements apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors.

Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_