

**FLYER AND DISCLOSURE
UNDER CHICAGO RECYCLING ORDINANCE**

The Chicago Recycling Ordinance at 11-5-140, among other things, requires landlords to “educate all tenants, residents, and occupants of the premises” under the landlord’s control about the landlord’s source-separated recycling program including providing the tenant with an informational flyer containing the following information:

For Landlord to Complete

Property Address: _____

Exact location of all of the building’s recycling containers and whether they are inside or outside of the building:

The name of the private hauler service and the hauler’s collection schedule:

Name of Hauler: _____ Phone: _____

Recycling Collection Schedule: _____

The name and phone number of a contact person authorized to provide information and answer questions about the recycling program:

Contact Name: _____ Phone: _____

Instructions on how to prepare materials for recycling:

Rinse, scrape, or wipe residue off recyclables; bottles should be recycled with caps on; paper should be free of glitter or metallic ink; tubs should be recycled with lids on; jars should have lids recycled separately; aluminum foils should be clean; cardboard should be flattened to save room; jugs should be recycled with caps on and:

Additional instructions, if any: _____

The types of materials required to be recycled:

Aluminum cans, aluminum trays and foil; steel and tin cans; glass bottles and jars; plastic bottles and containers made from #1 through #5 plastic resin, inclusive, or #7 plastic resin as indicated in the chasing arrow symbol on the item; beverage cartons and aseptic packaging; newspaper; cardboard; paper bags; magazines, catalogues, and telephone books; office paper, computer paper, notebook, and gift wrap paper; chip board and carrier stock packaging such as food and beverage boxes; junk mail and envelopes; and paperback books.

The types of materials that cannot be deposited in a recycling container:

Motor oil containers; insecticide containers; herbicide containers; hazardous chemical containers; plastic film; plastic bags; plastic sheets; plastic tarps; plastic wrap; expanded foam; reusable bottles, such as Nalgene or baby bottles; clear polystyrene or Styrofoam (#6 plastic); any container or paper fiber other than those listed above as materials to be recycled; landscape waste; plastic products without a chasing arrow symbol; or any other waste as defined by the Chicago Recycling Ordinance.

Tenant Acknowledgment of Receipt:

Signature

Date

Signature

Date