



# CITY OF GAINESVILLE

Public Works Department  
Solid Waste Division

Today's Date: \_\_\_\_\_

## Multi-Family Property Lease Transition Plan

To submit the **Lease Transition Plan** for a commercially-collected residential property, complete the information below on your plans to **divert from the landfill waste stream usable and functioning household goods, furnishings, electronics, and recyclable cardboard** resulting from the high volume move-in and move-out periods that occur between **April 20th & May 15th** and between **July 20th & August 25th** of each year.

### 1. Your Contact Information:

Business/Owner Name: \_\_\_\_\_  
Business/Owner Address: \_\_\_\_\_  
Business Phone & Email: \_\_\_\_\_  
Contact Person & Title: \_\_\_\_\_  
Phone & Email of Contact Person: \_\_\_\_\_

### 2. Property Information:

Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Name of Property Management Company: \_\_\_\_\_  
Total Number of Residents Living at the Property: \_\_\_\_\_  
Total Number of Units at the Property: \_\_\_\_\_  
No. of 1 Bedroom Units  No. of 2 Bedroom Units  No. of 3 Bedroom Units  No. of 4 Bedroom Units

### 3. Garbage Service Information:

Name of Service Provider: \_\_\_\_\_  
Collection Frequency:  2 x week  3 x week  \_\_\_ x week  
Collection Container Type(s):  Dumpster  Compactor  Carts  Other: \_\_\_\_\_  
Quantity and Container Size(s): \_\_\_ 96-GAL \_\_\_ 2 YD \_\_\_ 4 YD \_\_\_ 6 YD \_\_\_ 8 YD \_\_\_ Other: \_\_\_\_\_

**4. Recycle Service Information:**

Name of Service Provider: \_\_\_\_\_

Collection Frequency:       1 x week     2 x week     3 x week     \_\_\_ x week

Collection Container Type(s):       Dumpster     Compactor     Carts       Other: \_\_\_\_\_

Quantity and Container Size(s):      \_\_\_ 96-GAL    \_\_\_ 2 YD    \_\_\_ 4 YD    \_\_\_ 6 YD    \_\_\_ 8 YD    \_\_\_ Other: \_\_\_\_\_

**5. Cardboard Recycling Plan for high volume move-in and move-out periods.**

**A. Cardboard Recycling Collection Services: *select all that apply below.***

- REQUIRED** - Notice will be provided to tenants on separating cardboard boxes from garbage and how to recycle cardboard boxes (notice provided to tenants at least one month in advance of each of the high volume move-in and move-out periods);
- Provide extra collection services;
- Provide extra collection containers;
- Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. List (or map out) the cardboard recycling collection locations on this property below: *a map of locations as an attachment is acceptable.***

**6. Reuse Plan for functioning household goods, furnishings & electronics for high volume move-in and move-out periods.**

**A. Off-site donation checklist:** *This option only available if space is not available at a given property for a donation site.*

**Information to Tenants:**

- Notice will be provided to tenants at least one month in advance of each of the high volume move-in and move-out periods;
- Notice will encourage the sale or donation of goods; and
- Notice will include the location and information on local donation centers.

**B. On-site donation checklist**

**Information to Tentants:**

- Notice will be provided to tenants at least one month in advance of each of the high volume move-in and move-out periods;
- Notice will encourage the sale or donation of goods; and
- Notice will include the location of the on-site donation site.

**Donation Site (a.k.a., "Donation Station"):**

i. Explain your plan for the protection of the collected goods from adverse weather conditions (including rain)

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ii. Identify the local reuse organization(s) that will accept the donated goods.

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C. **Other methods of diverting functioning household goods, furnishings & electronics:** *Explain below.*

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**7. Record of Contact with Reuse Organizations.**

If you could not arrange services with a reuse organization to have reusable collection on-site or accept reusable goods self-hauled, please provide information on those conversations. Be sure to include information such as the name of the organization, person contacted, date and time of conversation(s) below.

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The City will send written notice of the decision (approve or deny) to the commercially-collected residential property within 15 business days after the plans are submitted. Plans shall be implemented no later than 60 days after approval. Revised plans shall be re-submitted within 30 days after notification of denial.