



Culver CITY

MOVING IN & OUT

A Guide for Owners & Property Managers of Multifamily Units



HELPFUL INFORMATION ON INCOMING &
VACATING TENANTS FOR **OWNERS &**
MANAGERS OF MULTIFAMILY PROPERTIES

Culver CITY

ENVIRONMENTAL PROGRAMS AND OPERATIONS



SMOOTH MOVES

What to Know about SB 1383: California Law on Sorting Recyclables & Organics

The City of **Culver City** has required correct sorting of recyclables & organics from trash since 2022. And California's law, SB 1383, now requires all residents and businesses to sort waste properly.

Landfills are the 3rd largest source of methane emissions in California. When buried in landfills, organic waste such as paper, cardboard, food scraps, food-soiled paper products and yard trimmings emit 20% of the state's methane (a climate super pollutant 84 times more potent than carbon dioxide) and air pollutants like PM 2.5, which contribute to health conditions such as asthma.

Reducing the amount of organic waste in landfills can have a direct impact on the climate crisis and create healthier air for all of us to breathe.



ALIGNMENT

Compliance Requirements for SB 1383



While having access to recycling and organics recycling service has been required by State and local law for a number of years, new statewide regulations under SB 1383: California's Short-Lived Climate Pollutants Reduction Act may require significant changes to the way that businesses and residents statewide manage their waste. →



Continued: Compliance Requirements for SB 1383



Under SB 1383, multi-family communities and rental property managers/owners are required to:

- Subscribe to and participate in the City's recycling and organics collection service.
- Provide recycling and organic waste collection services for employees, contractors, and tenants.
- Place organics and recycling carts in **each trash enclosure or trash collection area**. There must be a sufficient number to collect all recyclables and organics generated.
- Place organics and recycling bins next to all trash bins in **offices and common areas where organics and recyclables are disposed**. There must be a sufficient number and size to collect all recyclables and organics generated onsite.
- Clearly **label bins with guidance** on what can and cannot go inside the bin.
- Require that any contract or work agreement between your property and a gardening or landscaping service specify that the **yard trimmings generated by those services be kept out of the trash/landfill**.
- Annually **educate employees, contractors, and tenants** on properly sorting recyclables and organic waste into the correct bins.
- **Provide information to new tenants about requirements to sort** waste properly, within 14 days of occupation of the premises.

Tenants must properly sort recyclables and organic waste into the correct container.



All properties within the City of Culver City must abide by its City Municipal Code. Any violations to the City's waste regulation ordinances, including violations to SB 1383, will result in penalties.

More information is available at [CalRecycle.ca.gov](https://www.calrecycle.ca.gov)

MOVING IN

SB 1383 Must-Dos for Your Incoming Tenants

SB 1383 requires that all new tenants, within 14 days of moving in, receive information from you about your property's organics recycling program. This information should include:

- Proper sorting guidelines for trash, recycling, and organics containers
- Location of the trash, recycling, and organics containers within the property.



To encourage proper sorting and less contamination, property managers may obtain food-scrap collection pails for tenant use from the City of Culver City. Send an email to Sustainability@CulverCity.org for more information.

When new tenants are moving in and getting settled, a large percentage of the waste generated at your property will be cardboard. Encourage tenants to flatten cardboard boxes and sort them into the recycling container. Remind maintenance staff that cardboard left on the floor should be broken down and sorted into the recycling container.



Encourage tenants to recycle junk mail. Place a recycling container next to mailboxes to promote recycling.

MOVING OUT

Tips to Help Your Outgoing Tenants Stay Organized

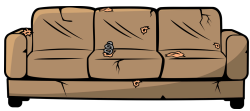
As residents vacate, use this information to help them!



Place signs around waste bins & trash enclosures, reminding tenants to NOT throw furniture or belongings into ordinary trash bins.



If there is a specific busy season for tenants moving out, **contact the City** and request to rent a 40 yard roll-off dumpster.



Place signs advising that **only furniture and mattresses should be placed in this roll-off.**



Use ordinary dumpsters for household trash and recyclables.

Advise tenants that Culver City hosts various free events to drop off items like cardboard, electronics, and household hazardous waste materials. For more information contact PWEPO@CulverCity.org or visit the [Culver City Community Calendar](#).

Consider collecting your tenants unwanted, usable items into one place.



Coordinate with a local non-profit group that can come to your property and collect the items for reuse.

Encourage donations of reusable items. Local thrift stores accept a wide variety of reusable goods.

Designate a "reuse area" at your property and ask tenants to leave reusable items there instead of throwing them in the dumpster. This area can become a swapping station for tenants to take and leave items as needed.



BEST PRACTICES

The best thing that you can do to reduce mess during turnover is to talk to your tenants about reducing waste, donating unwanted items, and recycling.

Hauling away all the move-out mess as trash is expensive. By encouraging your residents to reuse and recycle, you could save some money on your trash bill.

Contact your local waste hauler to determine what programs or incentives they offer for recycling including mattresses and appliances.



Let tenants know they can request a food scrap pail on the City's website:

CulverCity.gov/Services/Environmental-Programs/Organics

For more information, visit

- CulverCity.gov/Services/Environmental-Programs
- CalRecycle.Ca.gov

Or contact us at Sustainability@CulverCity.org for program questions and PWEPO@CulverCity.org for service questions.



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ENVIRONMENTAL PROGRAMS AND OPERATIONS

TIPS FOR SUCCESS



- Incorporate lease language clauses that require compliance with recycling requirements by:
 - Requiring participation in recycling programs and properly sorting materials into the correct containers
 - Requiring tenants to donate large items or arrange for collection with the management rather than placing into regular collection containers
 - Requiring tenants to properly dispose of all household hazardous waste, e-waste, pharmaceuticals, syringes, and mattresses

- Provide tenants information on recycling requirements within 14 days of occupancy

- Provide tenants with Move-In / Move-out guidelines

- Provide tenants with sort guidelines at time of occupancy and place signage throughout property for reinforcement

- Monitor containers for correct sorting

- Provide feedback to tenants as part of newsletters, invoices, and other communications