



# KEEPING PROPERTIES TIDY

## Agents - It's in your hands



### When tenants move in

- Provide your tenants with Council information on waste and recycling
- Show tenants how to use each of the bins (Garbage, Recycling & Garden Waste) and explain to them about the at-call Hardwaste Collection Service. There are also other waste disposal options such as the drop off locations for paints and chemicals, charity stores for good quality unwanted items, recycling centres for metals and other materials and local transfer stations.



### Keeping your properties tidy

- Work with Body Corporates to keep common areas tidy and arrange a clean-up if needed. Clean and tidy properties help to reduce the occurrence of unsightly rubbish and litter.
- Advise Council of any cases of illegally dumped rubbish on or near your properties.



### When tenants leave

- Confirm that the tenants have removed all their belongings and unwanted goods from the property (this includes the nature strip in front of the property).
- Disposal costs for the removal of any abandoned belongings can be deducted by the agent from the tenants bond.
- Report any illegally dumped rubbish on the nature strip in front of the property to Council immediately.



### Body corporate managers

- Put waste and recycling onto the agenda at all body corporate meetings.
- Give owners regular updates about Council services.
- Encourage owners to install 'No Junk Mail' signs on letterboxes.

For more information: 8571 1000 or [www.greaterdandenong.com](http://www.greaterdandenong.com)