



Richmond MFD Bulky Item Collection Request Form for Property Managers

To schedule a Bulky Item Collection for your multi-family dwelling (MFD) in San Pablo, first review the San Pablo Bulky Item Collection Guidelines online at RepublicServices.com/Municipality/Richmond-CA, and review **Sections V and VI** of this form. After you complete the request form, please call Republic Services **Customer Service** at **510-262-7100** to confirm you've completed the form, and they will provide the necessary email address for submission and further instructions.

I. PROPERTY INFORMATION

Property Name: _____

Property Address: _____

City, State, Zip: _____

Number of Units: _____

II. PROPERTY OWNER/MANAGER AND ACCOUNT INFORMATION

Property Owner/Manager Name: _____

Property Owner/Manager Number/s: _____

Email Address: _____

Management Company Name (if applicable): _____

Name Listed on Account: _____

Account Number: _____

III. COLLECTION DETAILS

Requested dates must be received at least ten (10) workdays in advance of the next regular collection date.

Requested Pickup Date: ____ / ____ / ____ (MM/DD/YYYY)

Alternate Date (if first choice unavailable): ____ / ____ / ____ (MM/DD/YYYY)

Number of Units Participating: _____

Specific Collection Location on Property: (e.g., "Near Building 3 Enclosure")

IV. ITEM DETAILS

Please list all items to be collected. Check the box and indicate the quantity.

Household Bagged Collection:

☐ 35-gallon bags (Qty: ____)

☐ 95-gallon bags (Qty: ____)

Bulky Items:

☐ Sofa/Couch (Qty: ____)

☐ Chair (e.g., Kitchen, Desk) (Qty: ____)

☐ Armchair (Qty: ____)

☐ Dresser/Chest (Qty: ____)

☐ Dining Table (Qty: ____)

☐ Bookcase (Qty: ____)

☐ Coffee Table (Qty: ____)

☐ Bed Frame (Size: _____) (Qty: ____)

☐ Rugs/Carpet (Qty: ____)

☐ Car Tires (**No rims**) (Qty: ____)

☐ Mattress (Size: _____) (Qty: ____)

☐ Box Spring (Size: _____) (Qty: ____)

☐ Refrigerator (Qty: ____)

☐ Dishwasher (Qty: ____)

☐ Washing Machine (Qty: ____)

☐ Water Heater (Qty: ____)

☐ Dryer (Qty: ____)

☐ Stove/Oven (Qty: ____)

☐ Microwave (Qty: ____)

☐ Large Toys (Qty: ____)

☐ Other Large Items: (Please specify and provide details)

Electronics (E-Waste):

☐ Television (Qty: ____)

☐ Desktop Computer/CPU (Qty: ____)

☐ Computer Monitor (Qty: ____)

☐ Printer/Scanner (Qty: ____)

☐ Other Electronics: (Please specify and provide details):

V. GUIDELINES

1. Property owners/managers of multi-family dwellings with **three (3) to twenty (20) service units** can request a multi-family bulky-item collection service.
2. Limit of **three (3) bulky-item collections annually** per multi-family unit.
3. Collections must be scheduled, organized, coordinated, and supervised by the property owner, or with written authorization, their designated manager or agent.
4. **Property owners/managers should call at least ten (10) workdays in advance** to schedule a bulky-item collection and provide the list of items to collect.
5. Thirty-five-gallon (35-gal) and ninety-five-gallon (95-gal) bags **must not exceed fifty pounds (50 lbs.)** and must be strong enough to hold waste contents without breaking.
6. Individual household bulky and e-waste items **must not weigh over two hundred pounds (200 lbs.)**.
7. Small e-waste peripherals **must be boxed**.
8. **No hazardous waste** (e.g., paints, chemicals, batteries), construction/demolition debris (unless specifically approved), rocks, dirt, concrete, toxic, explosive, or infectious waste.
9. **Items must not obstruct** sidewalks, driveways, fire hydrants, personal property, or regular waste containers.
10. **All items must be placed at the designated collection location by 6:00 AM** on the scheduled pickup day, unless there is a community collections event at the property.
11. For employee safety, **do not place jagged or sharp objects in bags** for collection.

VI. ACKNOWLEDGMENT

1. I have read the San Pablo Bulky Item Collection Guidelines and Section V and agree to follow the guidelines.
2. Any overage above the requested items for collection will be collected and counted against the property's bulky-item collection allocation, or if no bulky-item collections remain, will be billed to the property's account at the current service rate for each single overage item.
3. Unpaid bulky-item collections may be made a lien against the property or a special assessment of property taxes.
4. Commercial-sized appliances or equipment are not eligible for collection.
5. Individual household bulky and e-waste items weighing over two hundred pounds (200 lbs.) will not be collected.
6. **Property owners/ managers are responsible for communicating the guidelines to tenants.**

VII. AGREEMENT

By submitting this request, I declare that I am the owner, or manager under contract with the owner, of the above property and have all the necessary and proper authority to request the bulky item collections service, designate the agent named above to schedule, organize and coordinate/oversee any bulky item collection requested. I have read, understand, acknowledge and agree to comply with and be bound by the above guidelines. I confirm that the information provided is accurate and that the items will be prepared according to the guidelines specified. I understand that failure to comply may result in additional charges or non-collection.

Property Manager Signature: _____ Date: ____ / ____ / ____