



## TENANT MOVE-IN INFORMATION

**Contact ARC Homes:** Please call or text Ron at 402-639-7657 or email Ron at ron@myarchomes.com

**Utilities and monthly service:** Tenants are responsible for turning over Utilities to tenant name by move-in date. A minimum charge of \$25 per utility company (or actual Utility company billing if over \$25) will be due if service is not turned over to tenant by move-in date. Following are the most likely Utility companies you will need to contact;

**MUD (Gas & Water):** 402-554-6666 or www.mudomaha.com  
**OPPD (Electricity):** 402-536-4131 or www.oppd.com  
**Cox (TV, Phone, Internet):** 402-933-3000 or www.myconnection.cox.com  
**CenturyLink (TV, Phone, Internet):** 866-963-6665 or www.centurylink.com  
**Omaha trash service:** www.wasteline.org  
**Abes Trash (if not handled by the City):** 402-671-0568 or www.abestrash.com

**Renters Insurance:** As a condition of your Lease you are required to have in force Renters Insurance and provide proof of it. The insurance a Landlord has in force is only for the building structure and the Landlord. It does not protect you or your property. If you do not have an Insurance provider you may want to call;

**Luke Meier of Farm Bureau Insurance service at 402-429-4600**

**Maintenance of Property:** It is the Renters responsibility to maintain the property to the condition it was upon your move-in. If there are minor repairs needed please take care of them yourself as you would if you owned the home. Clogged drains, clogged gutters, broken screens or windows (if caused while tenant is living there), Smoke Detector batteries, Furnace filter changes, etc are examples. Tenants are responsible for Lawn care and snow removal. This includes shrubs, flowers, trees, etc. Please insure all garden hoses are removed from outside faucets in the winter and all gutter downspout extensions are connected at all times. **If there is a property damaging issue it MUST be reported to ARC Homes ASAP. ARC Homes contact number is 402-639-7657 unless an alternative number is supplied. Examples would be - water coming into the basement, roof leaking, burst water pipes, etc. Major cost repairs (not caused by Tenant negligence or abuse) are typically covered by ARC Homes.**

**Lockouts:** If you should find yourself locked out of the home you should either call a locksmith or you can call ARC Homes at 402-639-7657 for a lockout service. Minimum lockout service fee is \$75.

**Parking:** Parking is only allowed in the street (except as restricted by parking rules), on the driveway or in the garage (if available). No Parking is allowed in the grass, yard or anywhere other than on hard surface parking provided.

**Water Main shut off location:** \_\_\_\_\_

**Electrical Box location:** \_\_\_\_\_

**Rent:** Rent is due on the 1<sup>st</sup> of the month (unless otherwise noted in your lease). Although there is a grace period this should not be used as an extension of time to pay your rent. The grace period accounts for UNFORSEEN delays in the mail, etc. You should always plan accordingly so that your rent arrives in our PO Box on the 1<sup>st</sup>. Plan on at least 3 days mailing time within Omaha to be safe. Rent should be mailed to;

ARC Homes Management  
PO Box 771  
Boystown, NE 68010

- Never use plastic bags to hold recyclables. See details inside for what is recyclable and how to prepare it for recycling.
- Use only the special paper bags or unlined trash cans, marked with a YW, for yardwaste. No plastic bags or boxes of yardwaste will be collected.
- All garbage bags must be clear or see-through bags.
- Omaha uses single-stream recycling collection. Packer trucks, commonly called garbage trucks, with large yellow RECYCLING signs on the side and back, collect



and transport recyclables to an indoor, semi-automated sorting facility.

• If you believe your collection was missed, wait until 7am on your collection day, then call 402-444-5238. City personnel answer this number until 8am weekdays. An answering service is used overnight, weekends and holidays.

Call 402-444-5238 if you have questions about Omaha's solid waste collection system. Once again, Welcome to the big O!

www.wasteline.org  
 Like us on Facebook  
 www.facebook.com/Wasteline



# WASTELINE

Omaha Public Works—Environmental Quality Division  
 5600 South 10th Street, Omaha, NE 68107-3501

Welcome to Omaha. As an Omaha homeowner, you will receive solid waste collection including garbage, yardwaste, and recyclables by the City's collection contractor, Deffenbaugh Industries.

In Omaha, the weekly collections are provided to all households and apartment buildings with four or fewer units. Collection service is provided on the same day by three different trucks. This service is funded through general sales and property tax revenue. You may choose and pay for solid waste collection through a private company.

Wasteline is an informational publication mailed to all Omaha households to advise them of important issues in solid waste collection and disposal. This is a special new resident edition that covers all the information you need to take full advantage of Omaha's solid waste collection program.

The City must meet state and federal regulations on what may be collected in addition to the limits set by the City so that an equal amount of service is available to all of Omaha. Compliance with these regulations ensures that Omaha spends your tax dollars wisely.

### Important Service Notes:

- Garbage, recyclables and yardwaste must be set out before 6am on your collection day.
- Garbage, recyclables, and yardwaste are collected using separate compactors trucks that pick up only one of the three materials.
- Write your address on your recycling bin so it can be returned if lost.
- You must set out your green bin every time you have recyclables for collection. Recycling crews look for the green bin to identify that there are recyclables for pick up.

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## Yardwaste Set Material Out For Collection Before 6AM

There is no limit to the amount of properly prepared yardwaste that may be set out for collection. Place yardwaste within 5 feet of your collection location and leave 2 feet of space between yardwaste and garbage containers. Yardwaste is now collected year-round when properly prepared. Seasonally, yardwaste will be collected in conjunction with garbage.

### Yes!

- Grass clippings and leaves.
- Garden waste such as fallen apples, rotted or excess vegetables and fruit.
- Trash cans up to 32 gallons that weigh up to 45 pounds, and marked with a YW on both sides.
- Special yardwaste paper bags that weigh up to 40 pounds.
- Unlimited number of properly prepared marked cans, paper bags or brush bundles.
- Bundles of branches and brush, tied with string or twine. Bundles may weigh up to 30 pounds.
- Branches may be up to 2 inches in diameter and 4 feet in length.

### No!

- Plastic bags used in yardwaste collection.
- Mixtures of yardwaste and garbage.
- Saw dust, lumber or treated lumber/wood.
- Litter, trash or garbage.
- Whole cans of dirt or sod.
- Street sweeping sand, litter or rocks.
- Cardboard boxes of yardwaste.
- Pet waste or kitty litter.
- Branches over 2 inches in diameter.
- Branches over 4 feet long.
- Plastic twine, nylon twine or wire used to bundle brush or branches.
- Rope of any kind.
- Brush that is not bundled.

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## Garbage Set Material Out For Collection Before 6AM

Because of state and federal laws, there are limits to the types of waste you may include in your garbage. Each household is limited to 5 properly prepared trash cans or clear bags of garbage per week. Properly prepared containers of yardwaste do not count against the 5 containers of garbage limit.

### Yes!

- Trash cans up to 32 gallons that weigh up to 45 pounds when full.
- Clear plastic bags that weigh up to 30 pounds when full.
- Up to 5 containers of garbage per week (example 2 trash cans and 3 bags).
- Place within 5 feet of curb, approved alley or other approved location.

Note: Empty trash cans and bins must be removed from the curb by 10am the day after collection.

### No!

- A mixture of garbage and yardwaste.
- Christmas trees. Follow yardwaste collection rules.
- Rocks, dirt and concrete.
- Dead animals.
- Any liquids.
- Loose pet waste or cat litter.
- Tires, engines or other large auto parts.
- Bulky items (couches, chairs, stoves, etc.).
- Dark plastic bags that you can't see through.
- Motor oil and automotive batteries.
- Cardboard boxes (empty or full) when not in a trash can or bag.
- Items outside a can or clear bag.

## Recycling Place Materials Out in Green Bin before 6AM

All Clean Paper—In a Paper Sack or Small Cardboard Box (Do not use plastic bags)

- Includes: Most all clean paper. Things like:
  - Magazines
  - Creeping Cards
  - Newspaper
  - School Paper
  - Detergent Boxes
  - Phonebooks
  - Junkmail
  - Paperback Books
  - Catalogues
  - Wrapping Paper
  - Cereal Boxes
  - Paper Egg Cartons
- Lay sack or box either inside bin, on top of bin, or next to your bin with opening facing away from wind.
- Corrugated cardboard: Break down flat and place under bin. For lots of boxes, fold and stuff multiple boxes into one box. Set out next to recycling bin.



All recyclable paper may go into the same paper sack or a small cardboard box.

Containers—Loose in the bin (Not in plastic bags)

- Gable top and aseptic cartons, including—juice boxes, milk cartons, juice cartons, and soup or broth boxes.
- Aluminum cans & Steel (tin) cans, including—empty aerosol cans, empty and dry paint cans with lid removed. Tip: Place the top of food cans inside can and crimp closed.
- Plastic containers and packaging marked PETE, HDPE, V, or PP
- Flattening bottles helps prevent litter. Caps and lids are ok.



- Includes:
- Bottles
  - Cups
  - Snap top container
  - Clam shell deli containers
  - Cookie trays
  - DVD cases
  - Clear plastic packaging
  - Microwave meal trays

Bottles, Cups, Caps, Lids, Food Containers and Plastic Packaging with numbers:



### Holiday Collection Schedule

When occurring during the work week, six holidays are observed by the City's solid waste collection contractor. Following a weekday holiday, collection is delayed by one day for the remainder of that week. Friday's collection will be on Saturday.

Holidays that occur on Saturday or Sunday do not affect collection.

#### Holidays

- New Year's Day: January 1
- Memorial Day: Last Monday of May
- Independence Day: July 4
- Labor Day: First Monday of September
- Thanksgiving Day: Fourth Thursday of November
- Christmas Day: December 25

### Recycling Collection Tips

- **Do not recycle glass in the recycling bin.** Take to a drop-off site or place in garbage. Don't recycle these glass items ever: drinking glasses, window glass, light bulbs.
- **Do not recycle these plastic items, no matter what:** Plastic bags, toys, Styrofoam®, motor oil bottles, syringes, hazardous chemical bottles.
- Write your address on the bin using a permanent marker.
- The green bin must be used for setting out recyclables.
- Remove bin from curb as soon as possible after collection.
- Flatten plastic bottles for extra space in bin and to reduce litter (flattened bottles don't blow away as easily).
- Use a grocery sack or small box to hold extra recyclables. You may also obtain an extra recycling bin. Refer to www.omaharecycles.com or call 402-444-5238 to identify bin pick up locations.

### Bulky Item Disposal

There are options for bulky items not permitted through regular collections. Omaha has a low cost, co-pay system for disposal through a local solid waste transfer station. Call 402-444-5238 for information.



### Solid Waste Assistance

Special garbage, yardwaste and recyclables collection assistance is available to households where all residents in the home have a medical disability, or are age 70 or older. To apply, call 402-444-5238 from 8am to 6pm weekdays.



### Solid Waste Collection Pointers

Within 5 feet of curb or alley  
 Collection problems: 402-444-5238

Garbage: Up to 5 containers

Metal or plastic can with handles. 32 gallon, 45-pound max.



Recycling: Must use bin

No plastic bags. No glass. Paper in paper bag or bin. Flatten cardboard boxes.



Yardwaste: No container limit

Metal or plastic can with handles. 32 gallon, 45-pound max. Paper bags only. 45-pound max.



### Set out before 6AM

- Keep your garbage dry—use plastic bags or trash cans with lids.
- One cap full of household ammonia per garbage container will deter animals from investigating and searching for food in your garbage.
- Use clear trash bags.
- Place all materials at your collection point before 6am.
- If your collection was missed, call 402-444-5238 after 7am on your collection day.
- Drop-off sites for Christmas trees are set up during the first two weeks of January. Curbside collection is also possible if you prepare the tree according to the yardwaste collection rules.