SAMPLE - FILL IN AND PRINT ON YOUR OWN LETTERHEAD

NOTICE TO TENANTS: GREASE AND SHARED TRAPS

PROPERTY NAME _____

PROPERTY CONTACT (NAME, PHONE, EMAIL) _____

DATE _____

Dear tenant,

Grease, cooking oil and food solids that go down a drain can build up in the shared lines and cause a backup that reaches more than one space. This notice explains what we ask of every food tenant at this property.

WHAT WE ASK

- Keep fryer oil, grease and food scraps out of sinks and floor drains. Collect used oil in a closed container.
- Scrape and wipe pots, pans and plates before washing them.
- Keep the lid or hatch of any trap or interceptor closed, and the area around it clear.
- Tell us right away if a drain is slow, smells, or has standing water.
- Keep the signed record from every trap or interceptor service, and give us a copy if your lease asks for one.

WHICH DEVICE SERVES YOUR SPACE (TICK ONE)

☐ A shared interceptor that the property arranges to have serviced

☐ A trap or interceptor that belongs to your space, which you arrange to have serviced

☐ Not sure yet; please confirm with me

WHO SERVICES IT, AND HOW OFTEN (FROM YOUR LEASE OR YOUR LOCAL RULE) _____

LAST SERVICE DATE _____

NEXT SERVICE DUE _____

YOUR LOCAL RULE

Your city, county or utility decides what grease rules apply to a kitchen. This notice does not say what those rules require and does not change your lease. Ask the office that serves this address, and write down who you spoke to.

LOCAL OFFICE OR PROGRAM, AND PHONE _____

QUESTIONS ABOUT THIS NOTICE GO TO _____

Free sample from Grease Near Me (greasenearme.com/binder). Generic template: not legal advice and not part of any lease. Using it does not mean Grease Near Me has been engaged for this property.

SAMPLE - COVER NOTE AND CHECKLIST FOR THE PROPERTY MANAGER

A NOTE YOU CAN SEND YOUR TENANTS

Subject: Grease and shared traps at [property name]

Hello [tenant name],

Attached is a short notice about keeping grease out of the drains at [property name]. It lists a few everyday steps, asks which trap or interceptor serves your space, and asks you to keep your service records. Please read it, fill in the blanks that apply to you, and send it back by [date]. If your drains slow down before then, tell me right away at [phone or email].

Thank you, [your name], [your title]

BEFORE YOU SEND IT

- ☐ Check your lease for who owns and services each trap or interceptor, and edit the "Which device serves your space" section to match.
- ☐ Look up your local grease program from its official source and add the office and phone on page 1. Write what the source actually says; this kit states no rule.
- ☐ Print the notice on your own letterhead and fill in the property name, contact and date.
- ☐ Send it to every food tenant at the same time, and keep a copy of what you sent.
- ☐ File the returned notices with your property records.

TENANT LOG

TENANT / SPACE	DATE SENT	DATE RETURNED	DEVICE (SHARED, OWN, UNSURE)	NOTES
(sample) tenant	*(sample)*	*(sample)*	*(sample)*	*(sample)*