

Bed Bug Preparation Guide

The purpose of this document is to acknowledge issues related to bedbugs. There are several steps that are necessary to control bedbug infestation. In order to provide you with the best service, we will need to work together in getting rid of the pest. This process usually takes about three treatments.

First: We will enter your unit in a timely manner to inspect and verify that there is an infestation.

Second: We will contact our outside pest control contractor.

Third: We will give you prior notice of their arrival.

If it has been determined by staff that your unit is a source of infestation or needs to be treated due to proximity of an infestation you:

1. Agree not to try to treat the unit yourself,
2. Agree that the property or management company is not liable for any loss of personal property resulting in bed bug infestation.
3. Agree to comply with the property's pest control efforts.
4. Agree to comply with the recommendations of pest control **prior to treatment** including but not limited to:
 - a. Remove and place all bedding, clothes, drapes and rugs into plastic bags for transport to laundry. All washable items must be washed on the hottest setting and placed in dryer for one (1) hour. **Discard old plastic bags and obtain new ones to store clean items.**
 - b. Empty dressers, night stands and closets. Remove all items from floors including under beds, clothes, shoes and toys and bag them up tightly separating the washable and non-washable items.
 - c. Vacuum all floors; closet, sofas, chairs, mattress, box spring, and all dresser and night stand drawers. **Carefully remove vacuum bags and place in plastic bags for proper disposal.**
 - d. Heavily infested mattresses; box springs or furniture must be wrapped in plastic and disposed of properly. If they can be treated you must purchase an industry protective covering to be put on the mattress/box springs after the first treatment.
 - e. Discard any type of clutter or items that cannot be decontaminated.
 - f. Cover all open food.

The Day of Treatment

- Remove all animals from the home.
- Cover fish tanks.
- Plan to stay out of your home for a period of at least 6 hours.

I/we understand that if I/we do not comply with the above that the apartment community and/or management company shall be entitled to pursue any rights or remedies available under the lease including but not limited to, terminating the resident's right to live on the premises. I/we also understand that the property is providing this service **only once**. The second time will be billed and must be paid for within 30 days of receipt.

By signing below, I/we have read, understand and agree with the above information.

Resident _____ Date _____

Resident _____ Date _____