

**MODEL
LETTER**

Have Pest Control Company Communicate to Residents

Here's a Model Letter your pest control company might use to explain to residents the treatment to be done to the building. Management should ask the pest control company to draft a letter explaining the method of extermination being used and to emphasize the need for residents' participation.

Slip the letter under residents' doors or in their mailboxes three weeks before your professional exterminator starts applying pesticides.

Dear Resident:

On *[insert day, e.g., Monday]*, *[insert date]*, our company will be doing an insect clean-out treatment in every apartment and common area in *[insert name of building]*. We ask that you cooperate by preparing your apartment so that our treatment will be successful in eliminating roaches and any other insects in the building.

All chemicals used are in accordance with federal guidelines. You and your pets may be at home during the visit, because the pest-control method used poses no danger to people or pets.

We ask that you empty all kitchen cabinets—both top and bottom—and empty the medicine cabinet and under the bathroom sink so that we may service these areas properly.

Also empty any other areas where you may have noticed insects in the past. Please do this before we service the apartment. Washing the cabinets after the service will wash out the material we apply, and will ruin the job done in your apartment.

We will be placing insect sticky traps in your apartment for the purpose of monitoring any future insect problems in your apartment. Please leave these traps where we place them.

The success of this clean-out depends largely on your cooperation with our requests. Even if you have not experienced a problem with insects, the chemical treatment used to flush out insects from neighboring apartments would result in insects moving into your apartment if it remained untreated with chemicals. For this reason, it is necessary to service EVERY APARTMENT at *[insert name of site]*.

Thank you for your cooperation in this matter.

Sincerely,
Pest Control Experts

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Send Follow-Up Letter to Residents

Here's a Model Letter you can adapt and use to remind your residents that the pest control treatment is mandatory and that they need to take steps to prepare their apartments for treatment.

Dear Resident:

You recently received a letter from our exterminating company advising you of our clean-out treatment to be done at *[insert name of site]*.

This treatment is mandatory and requires your compliance. The treatment is effective only if all apartments in the building are treated with pesticides.

In addition to the preparatory steps outlined in the exterminator's letter, we also ask that you remove any paper bags you may have stored between the wall and the side of your refrigerator.

Please wrap the paper bags in a plastic trash bag and fasten the top with a twist tie. The glue used to construct paper bags contains starch and is a food source for roaches. Also, the folds in the paper offer an ideal nesting environment for them.

If you have a specific problem with readying your apartment for the pest extermination, please contact our office at *[insert tel #]*.

Sincerely,
Management