

Date: [Insert Date]

Property Address: [Insert Property Address]

Tenant Name(s): [Insert Tenant Names]

Dear Tenant,

As part of your move-out process and per your lease agreement, a professional pest control treatment is scheduled for your unit on **[Insert Date]** at **[Insert Time]**.

To ensure the treatment is effective, you are required to complete the following preparations before the technician arrives:

- **Clear Floor Areas:** Remove all personal belongings, boxes, and debris from floor surfaces, especially along baseboards and inside closets.
- **Kitchen Preparation:** Clear all items from countertops. If the treatment includes cabinets, remove all food, dishes, and cookware.
- **Bathroom Preparation:** Clear all items from bathroom counters and floors.
- **Furniture:** Move furniture at least 12 inches away from the walls where possible.
- **Pets:** All pets must be removed from the premises or safely secured in a crate during the treatment. Remove pet food and water bowls.
- **Cleaning:** Sweep, vacuum, and mop all floors thoroughly prior to the appointment.

Please note that failure to prepare the unit may result in a rescheduling fee or a deduction from your security deposit for additional labor costs.

If you have any questions, please contact the management office at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]