

Date: [Insert Date]

To: All Residents / [Resident Name]

Address: [Insert Property Address / Unit Number]

NOTICE OF ENTRY: PEST CONTROL MAINTENANCE

Dear Resident,

This letter serves as official notice that a professional pest control service is scheduled to perform routine preventative maintenance in your unit.

Scheduled Date: [Insert Day and Date]

Estimated Time Window: [Insert Start Time] to [Insert End Time]

Action Required:

- Please ensure that all pets are secured in a crate or removed from the premises during the service window.
- Clear any clutter away from baseboards and under-sink cabinets.
- Ensure that the technician has clear access to all rooms.

Management or a designated representative will accompany the technician to provide access to your unit if you are not home. If you have an active alarm system, please ensure it is disarmed or provide a temporary code to the leasing office prior to the service date.

The products used are professional grade and safe for indoor use when applied according to the label. If you have specific medical concerns or allergies, please contact us immediately.

Thank you for your cooperation in keeping our community pest-free.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]