

Date: [Insert Date]

Subject: Notice of Mandatory Pest Control Service

Dear Resident/Tenant,

Please be advised that a mandatory pest control service has been scheduled for your unit and the entire building. This service is part of our preventative maintenance program to ensure a clean and healthy environment for all residents.

Service Details:

- **Date:** [Insert Date of Service]
- **Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]
- **Service Provider:** [Insert Company Name]

Required Preparation:

- Clear all items from under sinks in the kitchen and bathrooms.
- Ensure all pets are secured in a crate or removed from the premises during the service time.
- Provide access to all rooms and closets within the unit.

Access to Unit:

If you will not be home during the scheduled time, management/maintenance will use a master key to grant the technician entry. Please ensure any deadbolts or security chains are disengaged.

Failure to provide access or prepare your unit may result in a rescheduling fee or further administrative action, as this service is mandatory per your lease agreement.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]
[Building/Community Name]