

Date: [Insert Date]

To: All Residents of [Insert Property Name/Address]

Subject: Notice of Scheduled Pest Control Service

Dear Resident,

This letter is to inform you that a professional pest control service is scheduled for your building/unit on the following date and time:

Date: [Insert Date of Service]

Window of Time: [Insert Time, e.g., 9:00 AM - 1:00 PM]

Reason for Service: [Insert Reason, e.g., Routine preventative maintenance / Treatment for reported activity].

Requirements for Entry:

Management and the licensed technician will require access to your unit. Please ensure that any pets are secured in a crate or removed from the premises during the service window.

Resident Preparation:

To ensure the treatment is effective, please perform the following:

- Clear items away from baseboards and corners.
- Ensure all food is sealed and stored.
- Clear out cabinets under sinks if specific treatment was requested.

Failure to provide access may result in a rescheduling fee or further action as outlined in your lease agreement.

If you have any questions or concerns regarding the products being used or the scope of the work, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]