

Date: [Insert Date]

To: All Residents/Tenants of [Insert Address/Unit Number]

Subject: IMPORTANT: Bed Bug Treatment Preparation Notice

Dear Resident,

Please be advised that a professional pest control service has been scheduled to treat your unit for bed bugs on:

Date of Treatment: [Insert Date]

Time of Treatment: [Insert Time Window]

To ensure the treatment is effective, you must complete the following preparation steps before the technician arrives:

- **Laundry:** Remove all bed linens, curtains, and clothing. Wash them in hot water and dry them on the highest heat setting for at least 30 minutes. Place clean items in sealed plastic bags.
- **Declutter:** Remove all items from floors, under beds, and inside closets. Discard any unnecessary paper or cardboard boxes.
- **Furniture:** Pull all furniture at least 12 inches away from the walls. Empty all drawers in dressers and nightstands.
- **Vacuum:** Vacuum all floors, rugs, and upholstered furniture thoroughly. Immediately dispose of the vacuum bag or empty the canister into a sealed trash bag outside.
- **Pets and People:** All residents and pets (including birds and fish) must vacate the premises during the treatment and remain out for at least [Insert Number] hours afterward.

Failure to properly prepare your unit may result in an ineffective treatment or the rescheduling of your appointment, which may incur additional fees.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]