

To: Residents of XXX Apartments

Date: November 1, 2014

From: XXX

Subject: Pest Control Problem

As we've entered the fall and winter season, you may have noticed an increase in the number of pests in and around your apartments. Some of this is to be expected due to the rapid change in weather, but along with a yearly extermination, a few easy maintenance steps on your part should help maintain a safe and sanitary living environment for you and all your XXX neighbors.

On Friday, November 14 YYYY Pest Control will be spraying your apartment **between the hours of 4PM and 6PM**. In order for the treatment to be most effective and maximize your results, you should:

- Remove non-furniture items such as clothing and books from the floors, especially around corners and baseboards.
- Run the vacuum and clean the interior.
- Empty all cabinets, remove all kitchen drawers, and move all food to the refrigerator.
- Remove pets and yourself from the apartment for approximately fifteen minutes while the YYYY exterminator sprays.

You may return to your apartment immediately afterward, moving all items back into place, with no ill effects to either pets or residents. Preparing your apartment ahead of time and then maintaining a clean, clutter-free home will greatly reduce your odds of having any future pest and/or rodent infestations.

We are all extremely busy with work, school, and other various commitments, but each lessee, upon signing, commits to keeping a hygienic living space and it is the responsibility of each tenant to ensure that their garbage—as well as that of all roommates—is disposed of in a timely and proper manner.

To ensure extermination is effective and that we enjoy prolonged results, please remember to dispose of food waste quickly. Additionally, all garbage should be bagged in plastic bags, as paper bagged and/or loose garbage result in a higher incidence of pests and rodents. As a reminder, XXX is also committed to eco-friendly and sustainability projects, and therefore encourages all residents to reduce, recycle and reuse. Blue recycling bins can be found beside each dumpster. Recycling can be fun and is super-easy, since paper, plastic, and aluminum may be dumped into a single bin. It may be helpful to keep two receptacles inside your apartment: one for garbage and one for recyclables.

Make a positive impression on your guests and visitors by taking pride in the appearance of your apartment and also in the XXX complex grounds. We strive to provide an attractive place for you to live here at XXX Apartments, and we count on your assistance in maintaining a safe, clean complex. Thank you for your cooperation.

Sincerely,

XXX
Property Manager
XXX Apartments
(xxx) xxx-xxxx