



Somerset: 606-677-2437  
Corbin: 606-521-PEST  
Middlesboro: 606-548-6200  
Lexington: 859-287-0848  
Bowling Green: 270-290-7847  
www.myfyps.com  
1399 East Hwy 452 Suite 2  
Eubank, KY 42567

## BED BUG SERVICE PREPARATIONS CHECKLIST FOR PROPERTY MANAGERS

Tenant/Resident agrees and acknowledges they have the following obligations and responsibilities under our Bed Bug Service Agreement. If for any reason the scheduled treatment cannot be performed, a **minimum fee of \$150.00 (or the total cost of the scheduled treatment, whichever is higher) will be incurred.** We recommend making a reminder of the scheduled service date and time and that you be fully prepped and ready to leave the structure at that time, to avoid being charged this fee. Please be advised that you will be required to vacate the structure when our Bed Bug Response team arrives. NO ACCEPTIONS.

We want you to understand that our desire is to eliminate your bed bug infestation so that you may live peaceably within your home. You MUST abide by our guidelines to make this possible. We understand that a bed bug infestation changes your life for at least a short amount of time. We hope to get your life back to normal as soon as we possibly can but cannot do it without your cooperation.

## **TENANTS/RESIDENTS, Please complete the following before our scheduled services day and time:**

### **BEDDING**

*Mattresses and box springs that cannot be treated must be discarded. All bedding including: sheets, pillows, bed skirts and dust ruffles must be removed and laundered or discarded prior to our treatment. Launder by washing in hot water and drying on hot heat. We are not responsible for damage to any bedding.*

*(Some properties require that any mattresses and box springs we treat MUST be placed in one of OUR bed bug approved mattress and box spring encasements. See your manager for details).*

### **FURNITURE AND CLOSETS**

*Upholstered furniture or other that cannot be treated should be discarded prior to or just after our treatment.*

*Closets, dressers, chests, nightstands, and tables must be emptied of ALL items. These items must be placed in plastic containers or sealed garbage bags for thorough inspection of bed bug infestation, eggs, nymphs. Discard all unneeded items to eliminate clutter.*

### **WINDOW TREATMENTS**

*All draperies, curtains and valances must be removed and laundered including any fabric blinds. Other blinds shall remain. After Laundering, place in sealed containers and leave until all treatments have finished and known bed bug infestation is eliminated.*

### **CLOTHING and WASHABLE ITEMS**

*All clothing, stuffed toys and any other washable items must be washed in hot water and dried in a heated dryer or per manufacturer recommended settings. After cleaning, items should be placed in sealed containers or plastic bags to help prevent possible re-infestation until the infestation is eliminated.*

### **PERSONAL ITEMS:**

*Items which are not washable need to be put into sealed containers and placed in the center of the room. These items will NOT be treated.*

### **FLOORS**

*Vacuum all carpet including under all beds and furniture. Clean all other floors as well. Immediately after vacuuming*

place vacuum contents including bag into a tightly tied bag and dispose away from structure. The bag will likely contain live bed bugs. Hard floors should be cleaned with a solution of lemon, orange or pine oil soaps or as recommended by the flooring manufacturer.

**WALLS**

All items on the walls must be removed. Pictures, mirrors, and other wall décor may need to be treated or discarded. Remember that treatment may ruin some items, especially pictures, so removing the pictures from their frames and discarding the frames may be necessary.

**PETS**

Pets must be removed prior to service. Aquatic, amphibious, and reptilian species habitats must have no running filters or pumps and tanks must be covered for treatment time. Reptiles, amphibians, and mammals must be removed prior to treatment. It is recommended that fish also be removed if possible.

Your living space should appear as though you are moving out but leaving behind your furniture. If your unit is prepped to these standards, treatment will be successful.

**Our treatments may take as long as up to 6 hours. The treatment area must be left unoccupied for a minimum of 2 additional hours and 4 hours is recommended. For up to a few weeks after treatment, bed bugs can still be present and active.**

**NOTICE**

Four Seasons reserves the right to refuse service for any reason, including unprepared structures. You **MUST** follow these guidelines to receive service. A minimum \$150.00 service fee (or the scheduled treatment cost) will be charged to residents who have not properly prepared. Speak with your manager for further details.

**TENANT/RESIDENT:**

Printed Name: \_\_\_\_\_

Address or unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## MANAGERS, MAINTENANCE and/or GROUNDSMAN RESPONSIBILITIES:

Managers agree to and acknowledge their key role in our bed bug preparations. It is critical that all guidelines are followed completely. Failure to do so may impair our ability to eliminate the known infestation. Non-compliance will result in a minimum \$150.00 or the scheduled treatment cost, whichever is higher. A minimum 24 hour notice must be given to our office if the scheduled appointment is to be canceled. Failure to notify within 24 hours of scheduled service will result in this same fee.

1. Supply tenant/resident with a copy of their portion of this document. Leave one with tenant and have one copy signed and retrieve for your records.
2. Sign your portion of this document for your records.
3. Remove all electric plates, phone jack covers and light switch plates. Place in plastic bag to be treated. (optional for properties who choose to practice this step)
4. As soon as 1 day but no later than 1 week after our treatment has been made, maintenance staff must repair any holes or damages to walls, floors or ceilings in the unit(s) treated and repair any peeling paint or wall coverings.
5. All cracks need to be sealed with a caulking which has elasticity to allow for expanding and contracting of the structure. ALL cracks need to be sealed. This is a service that can be performed by Four Seasons Pest Solutions, for an additional fee.
6. Managers must understand that bed bug infestations are extremely hard to control and eliminate and that complete compliance from all parties is necessary for a bed bug program to be effective.

Manager on duty/Authorized personnel:

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facility Telephone number: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_