



TENANT NOTIFICATION TEMPLATE FOR PEST TREATMENTS



Clear Communication for a Safe and Pest-Free Property. Proper tenant communication is essential before conducting any pest treatment. This template ensures residents are informed, safe, and aware of the schedule and precautions.

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Sample Notification Template

Subject: Upcoming Pest Control Treatment at [Property Name/Address]
Dear [Tenant Name]

We are committed to maintaining a safe and pest-free environment at [Property Name]. Please be advised that professional pest control services will be conducted on:

Date: [Insert Date]

Time: [Insert Time Range]

Areas Affected: [List Units, Common Areas, or Specific Locations]

What You Need to Do:



Remove food from countertops and secure in sealed containers.



Store pets safely and, if necessary, temporarily relocate them during the treatment.



Ensure access to areas where treatment will occur (e.g., closets, utility rooms, kitchens).



Follow any additional instructions provided by the pest control technician.

Health & Safety:

- All products used are approved and applied by licensed professionals.
- Residents should avoid treated areas for the recommended period as instructed.

Questions or Concerns:

If you have any questions about the upcoming treatment or require accommodations, please contact:

[Property Manager / Pest Control Contact]
Phone: [Insert Phone]
Email: [Insert Email]

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

Sincerely,
[Property Manager / HOA Name]
[Company or Property Management Contact Info]

Tips for Effective Tenant Notifications

- Provide notice at least 48–72 hours in advance.
- Include clear instructions about preparation and safety measures.
- Post notices in common areas in addition to direct emails or letters.
- Maintain a record of notifications for compliance purposes.
- Coordinate with pest control providers for timing and access to all affected areas.