

Winfield Village Bed Bug Policy

Revised 4-2011

Winfield Village has adopted a policy of zero tolerance for bed bug infestation. We are committed to the total and complete eradication of this pest. In keeping with this commitment we have developed educational materials and practical procedures which when applied consistently and with the cooperation of all parties involved (Management, Resident and Pest Elimination Professional) will greatly aid in this commitment to control this pest problem which is prevalent throughout our country. The following pages outline the responsibilities of Residents and Landlord / Property alike when it comes to treating your home, should it become necessary.

Please read the educational materials about bed bugs that we have provided to you. A member of our staff will review these materials with you in detail. Bed bugs are a serious problem, and you will have to work together with us and our pest management professional (PMP) to eliminate the infestation in your home and prevent it from spreading to other units.

By signing below, you are agreeing to make the necessary preparations. Failing to cooperate and/or being fully prepped for treatment can result in termination of your tenancy.

Resident Responsibilities – Please initial after reading each point below:

- _____ I understand that I may need to arrange for family member or friends to help me prepare.
- _____ Remove all loose items from the floor and closets in all rooms, and move items away from baseboards.
- _____ Strip all beds, including hideaways and sleeping bags used as bedding. If possible, lean box springs and mattresses against the wall.
- _____ Empty dresser drawers, nightstands, desks, and other storage units so that they can be inspected and/or treated. Place the removed items into sealed plastic bags and follow any instructions given for inspecting and/or treating the items before removing them from the bags after your unit has been treated.
- _____ I understand that my thorough cleaning of the apartment in advance of the treatment will make it easier and more effective. If I use a vacuum, I will be sure to seal the vacuum bag and dispose of it in the dumpster after each use.
- _____ If possible, move all furniture away from the walls.
- _____ All wall-mounted items such as pictures and mirrors should be removed from the walls for inspection and/or treatment.
- _____ Remove any window treatments in infested areas and launder appropriately.
- _____ Clear off all shelves.
- _____ All clothing should be laundered and dried in a dryer on high heat for at least 30 minutes.
- _____ Remove any personal items that you do not want anyone to see, as the inspection will be very thorough.
- _____ Check pet areas and launder pet bedding. Remove pets from the unit before the treatment. Cover and turn off fish tanks.
- _____ While your unit is being treated, launder all bedding, drying on high heat for at least 30 minutes.

_____ Stay out of the unit for the amount of time specified by the PMP.

_____ Follow any additional instructions given to you by the PMP.

Landlord Responsibilities – Landlord or Property Manager initial each point below:

_____ We will take your bed bug problem seriously and schedule a PMP visit as soon as possible.

_____ We will schedule inspections for adjacent units to assess the extent of the infestation. We will treat any infested units found.

_____ We will pre-inspect on the afternoon before the day of treatment to make sure your unit is properly prepared. We will let you know if anything is not ready.

_____ We will offer bed-bug proof mattress and box spring encasements for you to purchase. If needed, we can arrange a monthly installment plan to enable you to pay for the encasements over time.

_____ We will help the pest management professional get access to cracks and pipe chases for treatment.

_____ We will make any structural repairs necessary to eliminate bed bug hiding places. We will caulk or seal any cracks and crevices in the unit.

_____ We will schedule follow-up treatments for your unit as necessary.

Treatment scheduled for ___/___/___, by _____
Treatment by the PMP may take several hours.

I have read the above agreement and understand my responsibilities as set forth herein, and agree to abide by the terms of the Agreement as outlined above.

Resident

Date

Resident

Date

Landlord or Property Manager

Date

Please note. Winfield Village will make every attempt to address this sort of infestation matter without delay. We do realize that this can be a stressful and cumbersome undertaking for our Residents. However, due to the nature of this type of pest we are not able to achieve eradication without the necessary steps being taken.

Failure to report suspected infestations and / or failure to comply with the necessary procedures for the elimination of this pest can result in a fine to the resident of \$100.00 or termination of your occupancy at Winfield Village.

Enclosure : Bed Bug Informational Brochure and Eradication Manual.