



1399 East Hwy 452 STE 2, Eubank, KY 42567
606-677-2437 Southern KY
859-287-0848 Lexington Area
270-290-7847 Western KY
877-999-BUGX (2849) Toll Free
www.myfsps.com

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 all preparations are not made a fee will be incurred for each additional service performed by Four Seasons Pest Solutions, Inc. This fee will be the sole responsibility of the tenant/resident and will be filed with an attorney for collections if not received within 60 days from time of treatment. If we are forced to provide any additional services a minimum fee of **\$100.00** shall be incurred. Please be advised that you will be required to vacate the premises 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 and that for several weeks you will be living as if out of bags and bins. We hope to get your life back to normal as soon as we possibly can but we cannot do it without your help.

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. Any mattresses and box springs that are treated MUST be placed in one of OUR bed bug approved mattress and box spring encasement. 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.*

FURNITURE AND CLOSETS *Upholstered furniture or other that cannot be treated should be discarded prior to or just after our treatment. LIST:* _____

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 *All clothing including stuffed toys and any other washable items must be washed in hot water and dried in a heated dryer. After cleaning, items should be placed in sealed containers or clear plastic bags to help prevent possible re-infestation until problem is known to be eliminated. This means ALL, NOT SOME...ALL. You will be needing to see into these clear plastic bags because you will be living out of them for the next several weeks.*

PERSONAL ITEMS: *Personal items, toys and all other children's items that are washable must be cleaned and put in sealed containers or clear, sealed plastic bags to help prevent re-infestation. Items which are not washable need to be placed also in sealed containers and placed in the center of the room. These items will NOT be treated by Four Seasons Pest Solutions, INC. You will be needing to live out of these containers and bags for the next several weeks so organize items as best as possible, ie. Unused items in a bag marked 'unused' and regularly used items such as clothing in containers by themselves. This will give you some form of ease of use later.*

FLOORS *Vacuum all carpet including under all beds and furniture. Clean other floors of any and all kinds. 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.*

WALLS *All items on walls must be removed. Pictures and other mirrors 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. Place pictures in sealed containers and store. Wash walls down with a practical solution of some cleaning agent as you may have already, which is intended to wash down walls.*

PETS *Pets must be removed prior to service. Aquatic and reptilian species must have no running filters or pumps and tanks must be covered. Reptilian species must be removed as with all mammal species. It is recommended that fish also be removed.*

Your living space should appear as though you are moving out when you have finished a thorough and proper preparation. Anything less is unacceptable. Call our office if you are unsure of anything on this list.

Our treatments may take as long as up to 4 hours. The treatment area must be left unoccupied for 2 additional hours. (Some severe cases may require several days. You will be notified if this is the case.) Bed bugs will likely still be present and active after treatment due to habitat and harborage disruption.

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 \$100.00 service fee will be applied to residents not properly prepared EVEN IF WE REFUSE TO PERFORM SERVICE BECAUSE OF THE SIMPLEST NON-COMPLIANCE.

TENANT/RESIDENT:

Printed Name: _____

Signature: _____

Address: _____

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 \$100.00 incurred non-compliance fee. A minimum 48 hour notice must be given to our office if scheduled appointment is to be canceled. Failure to notify within 48 hours of scheduled service will result in a \$100.00 incurred 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 our records.
2. Sign your portion of this document for our records.
3. Remove all electric plates, phone jack covers and light switch plates. Place in plastic bag to be treated.
4. Place our bed bug and electric shock warning sign on the exterior door.
5. 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.
6. All cracks need to be sealed with a caulking type 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, Inc., for an additional fee and may be the best route as our technicians are trained to recognize and properly seal all potential threat areas.
7. 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: _____