**Tenant Bed Bug Policy**

**Highlighted sections should be edited to reflect site specific policies**

**Introduction**:

Anyone can bring bed bugs home. They are found in homes, libraries, movie theaters, medical offices, government agency offices, public transportation, and hotels. Whether or not the problem originates in your unit, you may have the same responsibilities. If there is evidence of BED BUGS in a unit, steps 1 – 3 as outlined below will be applied to units immediately adjacent (on the same floor, above and below the problem unit) to minimize the risk of a larger outbreak. In this Policy, Management, Landlord and Maintenance are all agents for the Owner and used interchangeably.

**Landlord Responsibility**:

1. Within 1-business day of receiving notification of a potential BED BUG problem, maintenance staff from the property will perform an initial inspection. BED BUG infestation is considered an emergency maintenance request; whether the problem is identified by a Tenant or staff, it will be treated as such.
2. If bed bugs are found, management will schedule professional treatment within 5 days . This may involve a chemical or non-chemical treatment protocol. Standard treatments usually involve between 2 and 5 visits two weeks apart.
3. Post-treatment follow up: Management & Maintenance staff will schedule a follow-up inspection for every 2 weeks to verify the effectiveness of the treatment, until no signs or live bed bugs are found. If apt is cleared of infestation there will be monthly inspections or monitor check for 6 months post treatment.

**Tenant Responsibilities**:

1. Tenant agrees to notify management of suspected BED BUGS activity immediately. Early identification and action are the keys to mitigating the spread of BED BUGS.
2. Tenant will not self-treat bed bugs with over-the-counter pesticides, alcohol, homemade sprays or bug bombs.
3. Tenant will ***not*** be charged for bed bug treatment.
4. Obtaining furniture (particularly mattresses), clothing or any other household items from a trash receptacle or items intended to be discarded is prohibited. If used clothing or furniture is purchased from a consignment or 2nd hand shop, Goodwill or Salvation Army store, Management suggests that Tenant brings items into the property after washing clothing in hot water and drying on a high setting, and thoroughly inspecting furniture. Management may be able to assist with inspection upon request.
5. Once BED BUGS are identified by management or its contractor, Tenant agrees to follow the preparation steps outlined in the **Bed Bug Treatment Preparation - Tenant Instructions.** Management will assist with any expenses that are specific to the preparation process, but is not responsible for replacing personal belongings.

1. If BED BUGS are still present in furniture after the initial treatment the pest management professional will decide if the furniture must be discarded. Tenant agrees to allow management to discard the items on your behalf. Management is not liable for any expense for lost furniture, clothing, medical costs or any other expenses due to BED BUG infestation.
2. The Tenant shall notify the Landlord of any Reasonable Accommodations that may be necessary in fulfilling the responsibilities it has to comply with this policy.
3. The Tenant agrees to allow the Landlord full access to the rental unit for the purposes of inspection or treatment for BED BUGS; this may also include storage space controlled by the Tenant in common storage areas.

I have read and understand the Bed Bug Policy, and agree to comply with the Tenant Responsibilities section; I also acknowledge I have received the Bed Bug Treatment Preparation handout and The Bed Bug FAQ’s.

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Head of Household Unit No. Date

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Co-Head/Spouse Property Manager