

**TEMPLATE 1**  
**INSTRUCTIONS FOR NOTIFICATION FROM TENANT TO LANDLORD RE:**  
**BEDBUG INFESTATION**

To report a suspected bedbug infestation call LakewoodAlive at 216-521-0655. Additional information is available on the City of Lakewood's website at [www.onelakewood.com/bedbugs](http://www.onelakewood.com/bedbugs).

**IMPORTANT: Please read and understand the instructions prior to using this sample letter**

Under the Lakewood Bed Bug Ordinance, a tenant who sees or suspects bed bugs in their unit must notify the landlord, within 72 hours.

You can copy/paste or re-type this letter and include the date, your name, the landlord's name, etc., where indicated. Information to be changed is formatted as follows:

- Consult your lease to see if there is an addendum specific to bed bug responsibilities.
- The Bed Bug Ordinance provides that tenants have an obligation to cooperate with the landlord to eradicate the bed bugs. This means you cannot interfere with any inspections. You must grant access, make necessary preparations, and dispose of any personal property that is untreatable.
- Once the letter is complete, deliver it to your landlord in person or mail it to the proper address.
- Keep a dated copy of the letter for your records.

**IMPORTANT: Please read and understand the instructions prior to using this sample letter**

**TEMPLATE 1**  
**NOTIFICATION FROM TENANT TO LANDLORD RE: BEDBUG INFESTATION**

[DATE]

[LANDLORD NAME]

[LANDLORD ADDRESS]

[LANDLORD CITY, STATE, ZIP]

Re: Tenant at [TENANT ADDRESS AND UNIT NUMBER]

Dear [LANDLORD NAME],

I, [TENANT NAME], am writing this letter to notify you of a known or suspected bed bug infestation at my address [TENANT ADDRESS AND UNIT NUMBER]. I suspect my apartment is infested with bed bugs because [REASONS TENANT BELIEVES THE UNIT HAS BEDBUGS].

The Municipal Code of Lakewood compels me to notify you within 72 hours of finding evidence of the presence of bedbugs.

According to the Municipal Code of Lakewood Section 1306.34, it is your responsibility, as the landlord, to provide extermination services upon confirmation of the presence of bed bugs , as many times as necessary to totally eliminate the bed bug infestation.. The Municipal Code requires you to notify contiguous units in a multi-unit dwelling, including adjacent units on either side, across the hall or above or below the affected unit, of the presence of bed bugs within 72 hours of confirmation. Information and notification templates are available on the City's website at [www.onelakewood.com/bed-bugs](http://www.onelakewood.com/bed-bugs).

Per the Ohio Residential Code 5321.02 it is unlawful for you to terminate my tenancy or increase my rents because I complained of violations in my unit.

Sincerely,

[TENANT NAME]

[TENANT ADDRESS AND UNIT]

[TENANT CITY, STATE ZIP]

[OPTIONALLY INCLUDE TENANT PHONE NUMBER AND/OR EMAIL ADDRESS]