



12650 Detroit Avenue • 44107 • 216/529-4663 • FAX 216/529-5907

### Property Owner's Compliance Checklist:

- \_\_\_\_\_ If the structure has 4 or more dwelling units (apartments and condos), pest extermination services must be rendered by a state licensed pest control professional as required under **ORC Section 921.06** or a heat treatment specialist.
- \_\_\_\_\_ The pest control contractor must be registered to work in the city of Lakewood.
- \_\_\_\_\_ Notify all contiguous units that bedbugs have been found nearby. In a condominium this includes the condominium association. Tenants are required to report the presence of bed bugs within 72 hours to their landlord and provide reasonable access and cooperation for treatment. Resources are available at [www.onelakewood.com/bed-bugs](http://www.onelakewood.com/bed-bugs).
- \_\_\_\_\_ Proof of notification to contiguous units (see attached *Bed Bug Landlord to Tenant Notification Letter Template*)
- \_\_\_\_\_ Verification of treatment to the city's agent (see attached *Bed Bug Ordinance Compliance Template*)

Note: Additional resident notification templates and brochures are available on our website at [www.onelakewood.com/bed-bugs](http://www.onelakewood.com/bed-bugs). The website can also help you to find a reputable contractor and learn more about what to expect throughout the treatment process.

## Bed Bug Landlord to Tenant Notification Letter Template

Dear Resident:

We have received a report of a possible bed bug issue within the building. We are taking the appropriate measures to resolve this problem however, bed bugs spread quickly, and we need your help in stopping and preventing this.

If you believe that your apartment may have bed bugs, please let us know immediately. We will have your apartment inspected, and treated if necessary. In the meantime, there are several different ways to protect yourself and your apartment before pest control arrives. Please read the enclosed booklet ***“Preventing and Getting Rid of Bed Bugs Safely”*** and visit the City of Lakewood’s website, [www.onelakewood.com/bed-bugs](http://www.onelakewood.com/bed-bugs) for information on best practices to prevent and eliminate infestations. DO NOT attempt to treat the problem yourself.

Please help us in preventing the spread of bed bugs in our building. Bed bugs are not a sign of dirtiness or poor hygiene; everyone is susceptible to this type of infestation. Therefore, it is crucial that management is notified at the first signs of bed bugs.

Help keep [insert name of building/complex] bed bug free! Please let us know if you have any questions or concerns,

**[insert name of building/complex] Management/Owner/Association as applicable**



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### Bed Bug Ordinance Compliance Template

Name of Company: \_\_\_\_\_

Name of Exterminator \_\_\_\_\_

State License Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

City of Lakewood Contractor registration number: \_\_\_\_\_

Inspections /Treatment Information: \_\_\_\_\_

Address of the property treated: \_\_\_\_\_

Total Number of Units in Building: \_\_\_\_\_

Date of treatment	Unit Number	Treatment provided	Tenant notified of treatment and safety recommendations provided?

The full recommended course of treatment was completed at the following address

\_\_\_\_\_ on \_\_\_\_\_ and no bedbugs were found after treatment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title