



# PROPOSAL KIT SAMPLE

## Pest Control Information Packet Sample

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Cover Letter, Title Page, What You Can Expect, Precautions, Monitoring, Frequently Asked Questions, Back Page

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Resident  
ForestLands Apartments  
8852 Woodland Drive  
Arcata, CA 95521

Dear Apartment Resident:

Good news! Your property management team has contracted with Woodview Pest Control Services, the local experts, to inspect for and control pest problems within your apartment complex.

On October 12, between the hours of 10 a.m. and 2 p.m., our employees will enter your apartment to inspect for pests. Your property manager will let us in. Depending on what is found, our inspectors may apply sprays and traps to eliminate and prevent those pests. Our employees will leave behind a printed notice of what was found and what measures have been used to eliminate pests.

This information packet will help you prepare for our inspection and possible pest control treatment. We hope you will find them informative. If after reading the pages in this packet you still have questions or concerns, please contact your property manager or contact us using the phone number or email address listed below.

Sincerely,

Luisa Esterhaus  
Customer Development  
Woodview Pest Control Services  
555-555-5555  
[luisa@WoodviewPestControl.com](mailto:luisa@WoodviewPestControl.com)  
[www.WoodviewPestControl.com](http://www.WoodviewPestControl.com)



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# Information

## Pest Control Services

Prepared for: ForestLands Apartments  
Residents

Prepared by: Luisa Esterhaus  
Customer Development

## Description

This information packet will help you prepare for our inspection and possible pest control treatment. We hope you will find them informative.

If after reading the pages in this packet you still have questions or concerns, please contact your property manager or contact us using the phone number or email address listed below.



# What You Can Expect

On October 12 between the hours of 10 a.m. and 2 p.m., our employees will enter your apartment to inspect and treat for pests. We know that this process can be inconvenient, but it's important to inspect all units on the same day, as pests can move from apartment to apartment.

Here's what to expect and what you need to do:

- 🐛 We will knock or ring the doorbell before entering your apartment.

If you are home, you can let us in. If you are not home, your apartment manager will let us in.

- 🐛 If pests are found, we will treat for them or leave traps behind.

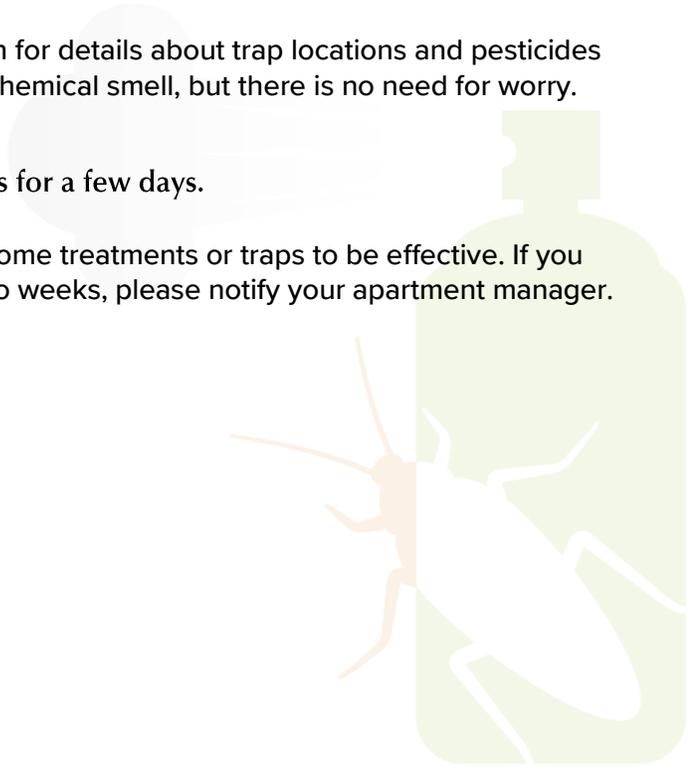
Please prepare as described in the Precautions page of this packet.

- 🐛 We will leave behind information about which pests were found and which treatments were applied.

Please refer to this information for details about trap locations and pesticides used. You may notice a faint chemical smell, but there is no need for worry.

- 🐛 You may continue to see pests for a few days.

It may take up to 10 days for some treatments or traps to be effective. If you continue to see pests after two weeks, please notify your apartment manager.



 You may throw away traps after two weeks.

If you notice unpleasant smells before that time, feel free to throw away the traps then.

 Your valuables are safe with us.

Our employees have all passed background checks, and our company is bonded for your security.

 We value the health of your family and your pets.

Although we recommend that all family members and pets leave before treatments are applied, the chemicals we use are safe after application.

If you still have questions or concerns, please contact your property manager or contact us at the phone number or email address listed below.

Woodview Pest Control Services  
555-555-5555  
[luisa@WoodviewPestControl.com](mailto:luisa@WoodviewPestControl.com)





# Monitoring

Woodview Pest Control Services has expertise in identifying and treating pests of all kinds. However, even with the most successful pest solutions, pests will continually try to enter your home. You, as the resident, are best positioned to monitor your home for signs of pests.

## The Need for Monitoring

Most solutions—sprays or traps—will not immediately be 100% effective. You should notice a great reduction in pests immediately, but you will still see a few individuals for a few days after treatment. You should observe carefully to make sure the solution has been effective within a week.

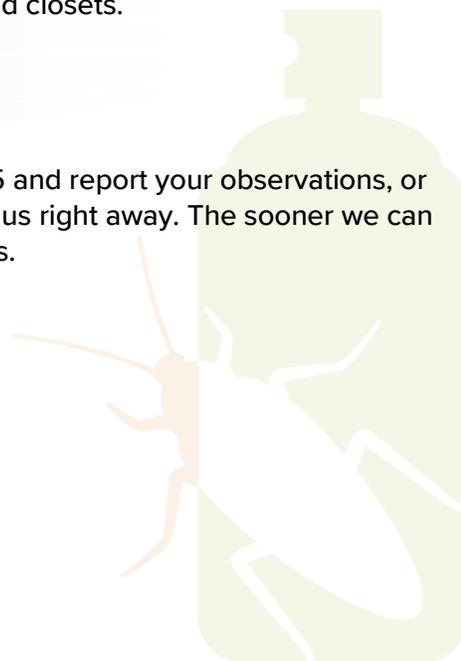
Depending on the type of pest, you will also find that pests may return after a certain time period and that additional treatments are needed to prevent further infestations.

## Methods for Monitoring

We will provide you with an information sheet on each type of pest we found and treated for within your home. The information sheet will give you details of signs to look for—these are specific to each pest. Basically, you should be on the lookout for live organisms, droppings and urine stains, eggs, and damage such as holes or ragged edges that indicate chewing. You are most likely to observe these signs at the intersections of walls and floors and inside cabinets and closets.

## What to Do If You Observe Signs of Pests

Call Woodview Pest Control Services at 555-555-5555 and report your observations, or tell your property managers and suggest that they call us right away. The sooner we can treat a problem, the easier it will be to control the pests.



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