

**Putnam Communities Inc.**  
**Extermination / Bed Bug Policy**

Attachment K

Putnam Communities Inc. is committed to providing decent, safe, and sanitary housing. You have the right to have a pest free home and both you and Putnam Communities Inc. must work together proactively to solve any pest problems that may occur. Cockroaches, bed bugs, ants, mice, or anything living in your space that does not belong in considered a pest. With the pandemic of bed bugs throughout the United States, it has become necessary to adopt this Extermination/Bed Bug Policy regarding pest control, in general, and bed bug elimination, specifically.

1. **Move-In.** Putnam Communities Inc. shall inspect each dwelling unit and confirm no bed bug infestations prior to each tenant's move-in date. Tenants must ensure that all furnishings and other personal property moved into a dwelling unit are free of bed bugs or cockroaches. Tenants must agree to maintain the dwelling unit in a condition that prevents infestation from occurring.
2. **Housekeeping and Inspection.** Tenants shall ensure good housekeeping is practiced in the dwelling unit, including, at minimum, the following steps:
  - a. Removing all clutter. Reducing clutter reduces places where pests, particularly bed bugs and cockroaches, can nest and hide.
  - b. Keeping the dwelling unit clean, vacuuming, mopping and dusting regularly. This is especially important around and under the bed and drapes.
  - c. Inspecting any second-hand furniture, especially mattresses, and insure all are pest-free before bringing onto Authority-owned property.
  - d. Not bringing discarded or found items into the dwelling unit.
3. **Duty to Report.** Tenants shall report any problems related to pests immediately, specifically:
  - a. Reporting any signs of pests, especially bed bugs, immediately. Even a few bed bugs can multiply quickly to create a major infestation that can spread to other units.
  - b. Reporting any maintenance problems immediately. Pests can hide in cracks, holes or other openings.
4. **Mandatory Cooperation.** Tenants shall allow access to their dwelling units for pest inspection or control measures. Tenants shall cooperate with the necessary pest control measures, including:
  - a. Providing pest control professionals access to the dwelling unit upon a reasonable (48-hour) notice to inspect and treat if necessary.
  - b. Completing all of the required items on the Bed Bug Treatment Agreement and Preparation Sheet prior to the date and time specified on the 48-hour notice.
  - c. Not selling, giving away or leaving infested furniture or other items in common areas, in any other dwelling units, or setting them next to a dumpster. Discarded items must be placed in a large plastic bag, sealed completely and disposed of as directed by Authority staff. There will be no disposal charges to any items disposed of appropriately. However, disposal charges will be assessed to tenants for items which are not disposed of appropriately.
5. **Personal Property.** The Authority shall not be liable to any tenant for any loss of personal property as a result of an infestation of bed bugs. Tenants are encouraged to obtain personal property insurance to cover such losses.

**Result of Violation.** A material violation of this Policy by an Authority tenant or tenant's guest shall be a material breach of that tenant's public housing lease and may be good cause for termination or non-renewal by the Authority. The following will be considered material violations:

- a. Any misrepresentation as to compliance with this Policy.
- b. Refusal to execute the Bed Bug Treatment Agreement and Preparation Sheet.

- c. Failure to promptly notify the Authority of the presence of bed bugs or other pests.
- d. Failure to adequately prepare for treatment, as determined by a pest control professional in his or her sole discretion.
- e. Refusal to allow the Authority to inspect a dwelling unit.
- f. Any action which prevents treatment of the dwelling unit and potentially exacerbates or increases infestation.

I/we have read the above policy and understand that this policy is an attachment to our lease.

**Signatures:**

**TENANT:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ **PROPERTY MANAGER** \_\_\_\_\_