

**BUR-CAL MANAGEMENT**  
**101 S. FIRST STREET #400**  
**BURBANK, CA 91502**  
**(818) 845-7495/ FAX (818) 845-8945**

**QUALIFYING GUIDELINES FOR RENTAL APPLICATIONS**

**I. INFORMATION/QUALIFICATIONS**

- Applicant(s) must have **GOOD CREDIT** and **NO EVICTIONS**.
- Verifiable employment history.
- Applicant(s) should make three (3) times the monthly rent (Example: if the rent is \$1,000.00 Applicant (s) monthly gross income should be around \$3,000.00 per month.)
- There is a credit check fee of \$30.00 (CASH ONLY) per adult applicant. This fee is non-refundable.
- After approval, a reservation deposit is required to hold the apartment. This will be applied to the Security Deposit at the time of move-in. (NO credit cards accepted.) Payment for Security Deposit must be in the form of cashier's check or money order. The standard period to hold an apartment until move-in is two (2) weeks. Holding/Security Deposit equals one month's rent. If the tenant does not move into the apartment, the Security/Holding Deposit will not be refunded.

**II. RENTAL APPLICATION**

- A fully completed rental application is required for ALL prospective tenants 18 years or older. Be sure to list present landlord's name and phone number. Homeowners please list Mortgage Company and account number.

**III. EMPLOYMENT/VERIFIABLE INCOME**

- We need the following if employed by a company
  1. Verify driver's license.
  2. Last three (3) consecutive pay stubs or current year-to-date stub.
- We need the following if self-employed or business owner:
  1. Verify driver's license.
  2. Current income tax return.
  3. Profit and loss statement from business, if an owner.
  4. Bank statements/checking and savings.
- If you are not employed we will need to see written verification of income which included Government funds, Pensions, Subsidies, Trust Funds or other sources of income.
- Each applicant must appear in person to sign the Lease or Rental Agreement.

**IV. Application Process**

- Completed applications are processed on a "first-come, first-serve" basis.
- Qualified applicants are approved and offered occupancy on a "first-come, first serve" basis.

**ALL APPLICANTS MUST APPLY IN PERSON AND SUBMIT ALL REQUIRED INFORMATION AT THE SAME TIME. IF INFORMATION IS NOT PROVIDED THE APPLICATION WILL NOT BE PROCESSED.**

**After application is approved you will need to make arrangements with the Resident Manager or the Property Manager to sign the Lease Agreement. THE FIRST MONTH'S RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.**



## APPLICATION TO RENT OR LEASE

**APPLICANT** Each Applicant over the age of 18 must complete their own application form

**PLEASE PRINT**

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Other Names Used In the Last 10 Years	Home Phone	Cell Phone	Email Address

**ADDITIONAL OCCUPANTS** List everyone who will live with you:

First, Middle, Last Name	Date of Birth	Relationship To Applicant

### EMPLOYMENT

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From:                      To:	From:                      To:
Income Per Month	\$	\$

### RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone number			
Reason For Leaving			
Last Rent Paid	\$	\$	\$

### VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

### PERSONAL REFERENCES

In Case Of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			



**CREDIT INFORMATION** Please list all your financial obligations

Name of Bank or Savings & Loan		Branch or Address		Account No.		Balance
				Checking		\$
				Savings		\$
Credit Accounts	Account No.	Address/City		Phone	Balance	Due Monthly

**GENERAL INFORMATION** Check answer that applies

- Do you smoke?  YES  NO
- Do you have any pets/animals?  YES  NO
- Have you ever filed for bankruptcy?  YES  NO
- Do you have any musical instruments?  YES  NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment?  YES  NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?  YES  NO
- Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason?  YES  NO

Please explain any "yes" answers to the above questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

\_\_\_\_\_

The applicant hereby applies to rent/lease Apartment # \_\_\_\_\_ at \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$30.00 \_\_\_\_\_ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature required)



## APPLICATION TO RENT OR LEASE

**APPLICANT** *Each Applicant over the age of 18 must complete their own application form*

**PLEASE PRINT**

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Other Names Used In the Last 10 Years	Home Phone	Cell Phone	Email Address

**ADDITIONAL OCCUPANTS** *List everyone who will live with you:*

First, Middle, Last Name	Date of Birth	Relationship To Applicant

**EMPLOYMENT**

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From:                      To:	From:                      To:
Income Per Month	\$	\$

**RESIDENCE**

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone number			
Reason For Leaving			
Last Rent Paid	\$	\$	\$

**VEHICLES**

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

**PERSONAL REFERENCES**

In Case Of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			



**CREDIT INFORMATION** *Please list all your financial obligations*

Name of Bank or Savings & Loan		Branch or Address		Account No.		Balance
				Checking		\$
				Savings		\$
Credit Accounts	Account No.	Address/City		Phone	Balance	Due Monthly

**GENERAL INFORMATION** *Check answer that applies*

- Do you smoke?  YES  NO
- Do you have any pets/animals?  YES  NO
- Have you ever filed for bankruptcy?  YES  NO
- Do you have any musical instruments?  YES  NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment?  YES  NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?  YES  NO
- Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason?  YES  NO

Please explain any "yes" answers to the above questions:

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Why are you leaving your current residence? \_\_\_\_\_

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**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature required)



# BUR-CAL MANAGEMENT CORP. ADDENDUM TO RENTAL AGREEMENT

## A. HOUSE RULES

- 1) Do not play your stereo and/or TV at an extreme volume level. No yelling, screaming or fighting. Playing music is not allowed in the courtyard and common areas.
- 2) The courtyard and building common areas (parking area, stairwell, hallways, landings, etc.) is not a playground and should not be used as such. Bicycles, scooters, roller- blades, etc. are not permitted in the courtyard or common areas.
- 3) Tenants are responsible for the conduct of their visitors.
- 4) In the event a tenant is locked out of their apartment, please contact the resident manager. If resident manager is unavailable, then contact the management office. Should both be unavailable, then leave a message with our answering service. The service will then contact our on-call maintenance crew who, depending upon availability and for a fee of \$50.00, may unlock the door for you at that time.
- 5) Trash is to be placed in the trash bin in designated areas and not left outside your door, in the hallways or next to the trash bin.
- 6) Please dispose of any unwanted mail properly. Do not leave it in the mailbox area.
- 7) Balconies are for patio items only such as BBQs (if allowable), plants and patio furniture --- window coverings, hanging laundry or other articles on the balconies is not permitted.
- 8) Tenants must receive written approval from the office before installing a Satellite Dish or Dish TV. Office must first inspect unit to insure satellite dish may be installed. Not all requests are approved by office.
- 9) Laundry Room hours are approximately 8:00 AM to 10:00 PM only. Please check with Building Manager as to hours if not posted. Clothes are to be removed promptly from the washers and/or dryers after cycle is complete. Landlord is not responsible for clothes taken from laundry room.
- 10) **As per paragraph 21 of the Rental Agreement, Resident may NOT sublet, transfer or assign the unit, or any part of the unit, at any time. This includes temporarily renting the unit on Airbnb or other similar services.**
- 11) Resident will be charged a \$50.00 NSF fee (in addition to any late charges) for all returned checks.
- 12) Resident will be charged the Lawyer fees, in the amount of \$700.00, if paperwork is sent to a lawyer for an unlawful detainer.
- 13) Resident will be charged a \$50.00 service fee for every time a 3 Day Notice has to served to Resident.

I, authorize employees of Bur-Cal Management Corp. and/or it's service sub-contractors to enter my apartment in order to perform maintenance requests:

Approved by: \_\_\_\_\_

Initial \_\_\_\_\_

## **B) PET RULES**

- 1) The following types of common household pets may be permitted depending on building:
- 2) If allowed, Cats, Rabbits, Guinea Pigs, Gerbils, Hamsters and Birds. Two pet maximum. Pet deposit and pet rent apply. The pet deposit will be refunded back to you 21 days after your move out less any applicable charges.
- 3) **A dog, not exceeding 20 lbs., is allowed at select buildings. Aid dogs allowed at all buildings.**
- 4) Pet waste & litter shall be wrapped securely in plastic bags and placed directly into the trash bins. Litter boxes must be kept inside apartments, not placed on balconies or patios. Pet food must also be kept inside apartment so as not to attract other animals or bugs.
- 5) Pet owners must control the noise, odor and insect infestation of pets thus avoiding any unnecessary nuisance or health hazards to neighboring tenants.
- 6) Any pet not owned by and licensed to a tenant may not be kept temporarily or brought into the building. All pets must be spayed or neutered.
- 7) All pets must be kept inside apartment at all times, except when taking dogs for walks outside the building. Any animal droppings must be removed immediately by the Tenant.
- 8) **Tenant must provide proof of Renter's Insurance that covers the breed of any dog living in the unit (pet or aid dog).**

## **C. PARKING RULES**

- 1.) There are no repairs or washing of cars allowed in parking area.
- 2.) Tenant is responsible for any oil/grease leakage from car. Excessive leakage forfeits parking privileges until car is repaired. Tenant may be subject to \$45.00 cleaning fee.
- 3.) Landlord is not responsible for any damage to or theft of any cars parked in garage or on the property.

## **D. POOL/JACUZZI RULES**

- 1) The Pool/Jacuzzi is open daily approximately from 9:00 AM to 10:00 PM. Please verify with building Manager as to hours if not posted.
- 2) All persons using pool do so at their own risk and there is no lifeguard on duty.
- 3) The pool/Jacuzzi is for tenants only. No visitors are allowed in the pool/Jacuzzi without permission from the manager. The Management reserves the right to deny use of the pool to anyone at anytime.
- 4) **ALL CHILDREN UNDER 14 YRS.OF AGE MUST BE ACCOMPANIED BY SOMEONE 21 YEARS OF AGE OR OLDER.**
- 5) Elderly persons, pregnant women, infants and those with health conditions requiring medical care should consult with a physician before entering a pool or a spa.
- 6) Proper swimming attire is required. No one is allowed in the pool wearing street clothes. Wearing diapers is allowed only with the proper protective rubber-type coverings (diapers specifically designed for pool use.)
- 7) Use of pool or spa while under the influence of alcohol, drugs, or medicines is not permitted. Long exposure may result in nausea, dizziness or fainting.
- 8) Running and/or Diving not allowed in the pool/Jacuzzi area.

Initial \_\_\_\_\_



- 9) Please place all trash in trashcans around pool/Jacuzzi.
- 10) Glass containers are not allowed anywhere near pool/Jacuzzi area.
- 11) No Towels or other items are to be hung over balconies or left in pool area.
- 12) If the building provides a barbecue then, barbecuing must be over by 8:00 PM.

#### **E. PESTICIDES**

In accordance with the laws and regulations of the State of California, we are required to provide you with the following information prior to application of chemicals to your unit. We will use the following DELTA GRANULES and DURS BAN 50 WP CHLORPYRIFOS to target pests such as Argentine and Pavement ants, spiders, roaches and earwigs.

If application is required in the interior of our building, then you will be notified as to what pesticides will be administered and how to prepare for the application.

**CAUTION – PESTICIDES ARE TOXIC CHEMICALS.** Structural Pest Control Operators are licensed and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Food and Agriculture and the United States Environmental Protection Agency. Registration is granted when the state finds that based on existing scientific evidence, there are no appreciable risks if proper use conditions are followed or the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized.

If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to the flu, contact your physician or poison control center (800-876-4766).

#### **F. MOLD**

- 1.) Resident acknowledges that it is necessary for Resident to provide appropriate climate control, keep the Apartment clean, and take other measures to retard and prevent mold and mildew from accumulating in the Apartment.
- 2.) Resident agrees to clean and dust the Apartment on a regular basis and remove visible moisture accumulation on windows, walls and other surfaces as soon as reasonably possible.
- 3.) Resident agrees not to block or cover any of the heating, ventilation or air-conditioning ducts in the Unit.
- 4.) Resident agrees to immediately report to the management office:
  - a.) Any evidence of a water leak or excessive moisture in the Apartment, as well as in any storage room, garage or other common area.
  - b.) Any evidence of mold or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area.
  - c.) Any failure or malfunction in the heating ventilation, air conditioning systems or laundry systems in the Apartment.
  - d.) Any inoperable doors or windows.

Initial \_\_\_\_\_

## **G. INSURANCE**

Our policies cover only the building itself where you live. They do not cover any of your own belongings against damage or disappearances, nor do they cover you for negligence.

Tenants are required to obtain a Renter's insurance policy with your insurance company/agent to protect yourself.

## **H. INDEMNITY**

- a) Tenant shall indemnify and hold harmless Landlord and its agents, managers, contractors, management company, partners and lenders, from and against any and all claims for damage to the person or property of anyone or any entity arising from Tenant's use of the property, and Tenant shall further indemnify and hold harmless Landlord from and against any and all claims, costs and expenses arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of this Agreement or arising from any act or use of the property, including but not limited to use of the garage, the elevators, the pool or spa, the community room, the laundry room, the gym area, the billiard room, the audio visual room, the common areas and courtyards, or the individual apartment areas by Tenant. Tenant's friends, family, or invites, and from and against all costs, attorney's fees, expenses and liabilities, incurred by Landlords as the result of any such use, conduct, activity work, things done, permitted or suffered breach default or negligence, and in dealing reasonably therewith, including but not limited to the defense or pursuit of any claim or any action or proceeding involved therein. Tenant as a material part of the consideration to Landlord hereby assumes all risk of damage to property of Tenant or injury to person, in, upon or about the property arising from any cause and Tenant hereby waives all claims in respect thereof against Landlord, except for damage or injury caused by gross negligence of Landlord.
- b) This Lease is subject and subordinate in all respects to all present and future ground leases and to the lien of all mortgages and deeds of trust now or hereafter encumbering the and to the covenants, agreements, terms, provisions, and conditions of all such ground leases, deeds of trust and mortgages and to all modification, consolidations and replacements there and to all advances made thereunder and Resident shall, in the event any such ground lease is terminated or deed of trust or mortgage is foreclosed, attorn to the purchaser or Landlord at the request of such purchaser.
- c) The liability of Landlord to Resident under this Lease shall be limited solely to Owner's interest in the property of which the premises leased to a Resident is part and neither Owner nor any affiliate of Owner nor any of Owner's partners, shareholders, directors, officers, employees, agents, representatives or lenders shall have any personal liability or responsibility to Resident under this Lease.

Initial \_\_\_\_\_

**I. MOVE-OUT INSTRUCTIONS**

- 1.) A thirty (30)-day written notice is required. If you move out before the 30 days you are still obligated to pay balance of rent due (30 days from the date of notice). Notice may be given at any time during the month.

**YOUR SECURITY DEPOSIT IS NOT A FINAL MONTH'S RENT AND CANNOT BE USED AS SUCH.**

- 2.) If you need to extend the date of your move-out, please contact the resident manager or the management office. We will make every effort to accommodate you.
- 3.) When you move out the apartment will be professionally cleaned, including carpet cleaning. The cost of this cleaning will be deducted from your security deposit.

The cost is **approximate and subject to any increase by outside vendors:**

	<u>Cleaning Only</u>	<u>Carpet Cleaning</u>
Single	\$160	\$75
1 BR	\$190	\$75
2 BR	\$220	\$90-\$130
2/D or 3 BR	\$245	\$120-\$160

If extra cleaning, carpet cleaning or repairs to your unit or common area of the building are caused by you or your guest these will be deducted from your Security Deposit.

If you have lived in the apartment less than one year and painting or touch up painting is required it will be deducted from your security deposit.

Tenant will be charged for any damages caused by the tenant for carpet replacement and/or repairs. Amount will be prorated based on remaining life of carpet.

A \$30.00 administration fee will be deducted from the Security Deposit upon move-out.

- 4.) Please return your keys and remote as soon as possible. You will be charged \$25 for any lost or broken remotes.
- 5.) Please leave a forwarding address or other instructions regarding your refund check with the resident manager or the office.
- 6.) If you desire a two-week prior move out inspection, then please contact Manager or Office.
- 7.) Your security deposit (less any deductions) will be refunded within 21 days of your move-out, or within 21 days of completion of 30-day notice or whatever is longer.
- 8.) **WHEN YOU MOVE INTO YOUR APARTMENT**, if you notice any damaged items, which are not listed on the "Move-in" sheet, please include them. You will

Initial \_\_\_\_\_

not be charged for these items when you move out. PLEASE NOTE ALL DAMAGED ITEMS NOW – NOT WHEN YOU MOVE OUT.

- 9.) If a roommate moves out and the other roommate(s) decide to stay, the security deposit will not be refunded by the office at that time. The security deposit will be refunded (less any deductions) when the apartment is completely vacated. The vacating tenant shall be aware that moving out of the apartment does not necessarily relieve them of their obligations of the Rental Agreement.

THIS ADDENDUM TO THE RENTAL AGREEMENT WILL BE STRICTLY ENFORCED.

I HAVE READ THE ADDENDUM AND AGREE TO COMPLY WITH THESE RULES AND REGULATIONS AS SPECIFIED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Bedbug Addendum

This agreement is an addendum and part of the rental agreement dated \_\_\_\_\_ between \_\_\_\_\_, hereby known as Owner/Agent and \_\_\_\_\_, hereby known as Resident(s) for the premises located at \_\_\_\_\_ unit number \_\_\_\_\_ in the city of \_\_\_\_\_, CA.

- Residents acknowledge that the Owner/Agent has inspected the unit and is aware of no bedbug infestation.
- Residents claim that all furnishings and personal properties that will be moved into the premises are free of bedbugs.

\_\_\_\_\_ (Resident Initials) \_\_\_\_\_ (Resident Initials) \_\_\_\_\_ (Resident Initials)

Resident(s) hereby agree to prevent and control possible infestation by adhering to the below list of responsibilities:

1. Check for hitch-hiking bedbugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bedbugs before re-entering your apartment. Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit, inspect beds, bedding and upholstered furniture for signs of bedbug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bedbugs can rapidly multiply to create a major infestation that can spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit or a neighbor's unit is infested, a pest management professional may be called in to eradicate the problem. Your unit must be properly prepared for treatment. Resident must comply with recommendations and requests from the pest control specialist prior to professional treatment including but not limited to:
  - Placing all bedding, drapes, curtains and small rugs in bags for transport to laundry or dry cleaners.
  - Heavily infested mattresses are not salvageable and must be sealed in plastic and disposed of properly.
  - Empty dressers, night stands and closets. Remove all items from floors; bag all clothing, shoes, boxes, toys, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed of properly.
  - Vacuum all floors, including inside closets. Vacuum all furniture including inside drawers and nightstands. Vacuum mattresses and box springs. Carefully remove vacuum bags sealing them tightly in plastic and discarding of properly.
  - Wash all machine-washable bedding, drapes, and clothing etc on the hottest water temperature and dry on the highest heat setting. Take other items to the dry cleaner making sure to inform the dry cleaner that the times are infested with bedbugs. Discard any items that cannot be decontaminated.
  - Move furniture toward the center of the room so that technicians can easily treat carpet edges where bed bugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.
4. Resident agrees to indemnify and hold the Owner/Agent harmless from any actions, claims, losses, damages and expenses including but not limited to attorneys' fees that Owner/Agent may incur as a result of the negligence of the Resident(s) or any guest occupying or using the premises.
5. It is acknowledged that the Owner/Agent shall not be liable for any loss of personal property to the Resident, as a result of an infestation of bedbugs. Resident agrees to have personal property insurance to cover such losses.

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

Resident \_\_\_\_\_

Date \_\_\_\_\_

Resident \_\_\_\_\_

Date \_\_\_\_\_

Owner/Agent \_\_\_\_\_

Date \_\_\_\_\_



# Information About Bed Bugs

**Bed Bug Appearance:** Bed bugs have six legs. Adult bed bugs have flat bodies about  $\frac{1}{4}$  of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about  $\frac{1}{16}$  of an inch in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.

**Life Cycle and Reproduction:** An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days. Bed bugs can survive for months without feeding.

**Bed Bug Bites:** Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

## **Common Signs and Symptoms of a Possible Bed Bug Infestation:**

- Small red to reddish brown fecal spots on mattresses, box springs, bed frames, mattresses, linens, upholstery, or walls.
- Molted bed bug skins, white, sticky eggs, or empty eggshells.
- Very heavily infested areas may have a characteristically sweet odor.
- Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.
- 

For more information, see the Internet Web sites of the United States Environmental Protection Agency and the National Pest Management Association.

**If you suspect an infestation of bedbugs, please notify landlord or management immediately by calling: \_\_\_\_\_.**

**Tenants shall cooperate with the inspection to facilitate the detection and treatment of bed bugs, including providing requested information that is necessary to facilitate the detection and treatment of bed bugs to the pest control operator.**

