Month DD, YYYY

NAME OF LANDLORD

ADDRESS OF LANDLORD

Mr./Ms./Mrs. [Landlord’s Name],

I am writing to notify you of a known or suspected bed bug infestation at [ADDRESS + UNIT #]. I have reason to believe my apartment is infested with bed bugs because [I saw bed bugs and/or the residents in my unit have bites, stings, irritations or sores believed to be caused by bed bugs]. According to the Municipal Code of Chicago Section 7-28-830, it is your responsibility as landlord to provide extermination services by a pest management professional within ten days of receipt of this letter, as many times as necessary to totally eliminate the bed bug infestation. You are also to maintain a written record of the pest control services provided by the pest management professional. The Municipal Code requires you to conduct an inspection, and if necessary, the treatment of the two dwelling units on either side of the affected dwelling unit and the two units directly above and below the affected dwelling unit. Failure to inspect and treat the bed bugs may violate the Municipal Code of Chicago, which carries fines of $300.00 to $1,000.00 for each offense. Each day that a violation continues constitutes a separate and distinct offense with a separate fine.

Additionally, if you fail to correct this problem within 14 days of receiving this notice, I may withhold a portion of my rent to reflect the decreased value of my apartment, pursuant to Section 5-12-070 of the Chicago Residential Landlord Tenant Ordinance.

Sincerely,

YOUR NAME / NAME OF TENANTS UNION and UNION MEMBERS

ADDRESS AND APARTMENT NUMBER

SIGNATURES OF ALL SIGNEES