



HOA Pest Program Scope Checklist

What a recurring pest control proposal for a community should spell out before the board signs. Bring it to any vendor you are comparing, including us.

1. SCOPE THE PROPOSAL SHOULD DEFINE

☐ Shared outdoor areas	Building perimeters, landscape edges, trash enclosures and other agreed common areas.
☐ Shared interior areas	Clubhouses, utility rooms and other authorized spaces, with access arrangements.
☐ Homeowner or resident requests	Who reports activity, who authorizes entry, and whether an in-unit visit is included or separately quoted.
☐ Scheduled visits and follow-ups	The recurring cadence, how between-visit concerns are handled and any additional charges.
☐ Reporting and billing	Service records, conditions needing attention, the management contact and the responsible billing entity.
☐ Termites and corrective work	Separate inspection, treatment, monitoring or exclusion scope, not assumed coverage under general pest service.

2. BEFORE YOU SIGN

- ☐ Company registration and operator license on the proposal, checked at search.dca.ca.gov
- ☐ Branch 2 (general pests) and Branch 3 (termites) if one vendor will handle both
- ☐ Certificate of insurance and any required endorsements received before the walk-through
- ☐ In-unit policy stated: included, on request, or separately quoted
- ☐ Written service record after every visit
- ☐ Termites scoped separately, after an inspection
- ☐ Pesticide-notice responsibility stated (registered company, B&P Code 8538)
- ☐ Term, cancellation, renewal and price-change language reviewed

3. WHAT TO SEND FOR A PROPOSAL

- ☐ Property name and city
- ☐ Approximate unit and building counts
- ☐ Problem areas and recurring complaints
- ☐ Current service frequency
- ☐ Renewal or board-review date
- ☐ Vendor-registration and insurance requirements
- ☐ An existing scope or RFP, if you have one

Resident names and private account details are not needed for an initial inquiry.