

EPA Lead-Based Paint Pre-Renovation Education Rule

Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed name of recipient

Date

Signature of recipient

* * * * *

Self-Certification Option (for tenant-occupied dwellings only) —

If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ Refusal to sign — I certify that I have made a good faith effort to deliver the pamphlet, *Protect your Family From Lead In Your Home*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

☐ Unavailable for signature — I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead In Your Home*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

Printed name of person certifying
lead pamphlet delivery

Attempted delivery date and time

Signature of person certifying
lead pamphlet delivery

Unit Address _____

Note Regarding Mailing Option — *As an alternative to delivery in person, you may mail the lead pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office).*

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Record of Tenant Notification Procedures

Use to Deliver Notices to Tenants of Renovations in Common Areas:

Project Address:

Street _____ Apt. # _____

City _____ State _____ Zip Code _____

Owner of multi-family housing _____

Number of dwelling units _____

Method of delivering notice forms (*e.g. delivery to units, delivery to mailboxes of units*):

Name of person delivering notices

Signature of person delivering notices

Date of Delivery

Note: Contractors who perform work in housing built before 1978 can use these forms to document compliance with the requirements of the federal "Lead-Based Paint Pre-Renovation Education Rule". This law requires that you keep these completed forms for 3 years.

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Renovation Notice

Use to notify tenants of renovations in common areas of multi-family housing.

The following renovation activities will take place in the following locations:

Activity (e.g., sanding, window replacement): _____

Location (e.g., lobby, recreation center): _____

The expected starting date is _____ and the expected ending date is _____.

Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, by telephoning me at _____.

Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

Printed name of renovator

Date

Signature of renovator

Note: Contractors who perform work in housing built before 1978 can use this form to notify tenants that you will be performing renovations in common areas in the apartment building. Document that you delivered this notice and keep your documentation for 3 years.