

# Sample Forms

The forms on the next two pages are sample forms you can use to make documentation of compliance easier.

## 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).*

## Sample Forms (continued)

**Renovation Notice** — *For use in notifying 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.

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name of renovator

\_\_\_\_\_

Signature of renovator

**Record of Tenant Notification Procedures** — *Procedures Used For Delivering Notices to Tenants of Renovations in Common Areas*

Project Address:

\_\_\_\_\_ (apt. #)

Street

\_\_\_\_\_

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