

**APPLICATION CHECKLIST/POINTS OF CONTACT FOR THE  
ILLINOIS QUAD CITIES HEALTHY HOME COALITION (IQCHHC)  
LEAD BASED PAINT HAZARD CONTROL PROGRAM**

Good day! (9.5.13)

Thank you for your interest in applying for a forgivable loan to assist with identifying and controlling lead-based paint hazards in eligible privately owned rental or owner-occupied housing built prior to 1978. The federal government has awarded the **Illinois Quad Cities Healthy Homes Coalition (IQCHHC)** a multimillion dollar **Lead Hazard Control Grant** to assist with controlling and/or removing lead hazards in homes located in the cities of Moline, East Moline, Rock Island and Sterling.

**Below is a checklist of items that need to be turned in along with your application to process your request.** Please submit your completed application to either the city the address is located within or to the IQCHHC Program Manager – K. J. Whitley, (City of Moline). **Please do not piecemeal in your application or the required documentation.** It shall be submitted all together for processing. Once your completed application is received, staff will review it and advise you of your eligibility for the program. We anticipate addressing over 150 units during the next three years (2013 – 2016).

Please feel free to contact any of us (below) with your questions or concerns.

**Contacts:**

- **K. J. Whitley - Community Development Program Manager** 309.524.2044  
IQCHHC Program Manager, City of Moline  
619 16 Street, Moline, IL 61265  
kwhitley@moline.il.us
  
- **Dawn Carnahan: Lead Case Manager** 309.558.2935  
Rock Island County Health Department  
2112 25 Avenue, Rock Island, IL 61201  
dcarnahan@co.rock-island.il.us
  
- **Randy Hollerud: Housing Programs Office** 309.732.2907  
City of Rock Island  
1528 3<sup>rd</sup> Avenue, Rock Island, IL 61201  
hollerud.randy@rigov.org
  
- **Hadley Skeffington-Vos: Assistant to the City Manager** 815.632.6639  
City of Sterling  
212 3rd Avenue, Sterling IL 61081  
hskeffington-vos@sterling-il.gov
  
- **Connie Barnett** 309.793.6391  
Project NOW, Rock Island  
418 19 Street, Rock Island, IL 61201  
cbarrett@projectnow.org
  
- **Mike Atkins, Housing Manager** 309.788.6311  
Rock Island Economic Growth Corporation  
100 19th Street, Suite 109, Rock Island IL 61201  
mike@teamrockisland.com

**Please return the following items with your completed application:**

**Owner-Occupied, Vacant, and Rental Units – Everyone 18 Years of Age and Over**

- Completed Healthy Homes Program Application
  - Full list of **all** household members with birthdates & social security numbers
  - Signatures
    - Applicant's Certification
    - Blood Testing Release
- Proof of Income
  - 2012** Tax Returns with **all** W-2s
  - Payroll check stubs (**last 30 days**)
  - Zero Income Form (when no income is received)
  - Pensions
  - Social Security Income
  - Child Support / Alimony
  - Bank Statements (**within the last 30 days**)
  - Other (i.e. babysitting, Avon, etc...)
- Proof of Identification/Citizenship
  - Social Security Cards & Government I.D. (Illinois drivers license (with correct address), passport or permanent residence card)
  - Proof of ages of children under six and children not listed on last year's taxes
  - Birth Certificates (children under the age of six)
- Signed 4506-T (3<sup>rd</sup> party verification)
- Authority to Release Information

**Please return the additional items (to be obtained from Property Owner) with your application:**

- Full Legal Description of your property (can be found on the warranty deed; title insurance, or , survey)
- Most current Homeowners' Insurance Policy
- Provide a color photo of the front side of house
- Most current Property Tax Statement

## Healthy Homes Program Application – Owner- Occupied/Rental/Vacant Unit

**\*FOR OFFICE USE ONLY**

City of Moline  
  City of Rock Island  
  City of Sterling  
  Project NOW  
  RIEGC

Case Number: 13 \_\_\_\_\_ 14 \_\_\_\_\_ 15 \_\_\_\_\_      Application Received Date \_\_\_\_/\_\_\_\_/1\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Property Address \_\_\_\_\_

Moline, IL 61265  
 East Moline, IL 61244  
 Rock Island, IL 61201  
 Sterling, IL 61081

Are the following current? (Documentation must be provided)

\_\_\_\_\_ Evidence of Current Homeowners Insurance

\_\_\_\_\_ Property Tax Paid (must be current)

\_\_\_\_\_ Flood insurance (if home is in a FEMA-identified Special Flood Hazard Area)

\*  **For Rental/Vacant/Non-Owner-Occupied Property**

I understand and acknowledge the unit's eligibility is determined by present or future tenants' household income.

**Household Members** (please (PRINT) list everyone who lives in your home)

Full Name	Date of Birth	Social Security Number	Verification of Age for a Child Under Six*	Relationship	Total Monthly Income
				Parent/Guardian	
*Verification of a child's age can be documented with a signed letter from the parents indicating d.o.b., or, school, medical or other official records that indicate the child's date of birth. Attach a copy of the document(s) to the application.					<b>Total Monthly Income</b> 

Income is:  under  over 80% Area Median Income (AMI) for family size of \_\_\_\_\_

Calculated AMI \_\_\_\_\_%

Income Verification Checklist:

- a.  Pay Stubs for all persons over 18 in the household
- b.  Recent checking account statements
- c.  Recent savings account statements
- d.  Current Social Security Benefits Statement(s) and/or SSI Statement(s).
- e.  Current pension benefits statement(s).
- f.  Current Unemployment Benefits Statement.
- g.  Current child support statement
- h.  All other income

**Demographic Information (optional)**

The following information is **optional** and will be used solely for reporting purposes. Please check all that describes the owner of the property.

Alaskan Native or American Indian	
Asian or Pacific Islander	
Black/Non-Hispanic	
Hispanic	
Native Hawaiian/Other Pacific Islander	
White/Non – Hispanic	
Other Multi-racial: _____	

**Relocation**

Due to the nature and severity of the lead hazard control program, families may be required to relocate from the assisted property depending upon the scope of the work identified by staff. We have received a copy of the Relocation Assistance Guidance Sheet and have received and signed a copy of the Notice of Non-Displacement (attach to application).

**Blood Testing**

I/we also understand that the Lead Hazard Control Grant Program requires blood testing for lead on all children under the age of six. I/we have indicated our intent on the Lead Hazard Control Grant Blood Testing Release Form. **Lead blood level testing is not a reimbursable expense under the Healthy Homes program.**

**For Rental/Vacant/Non-Owner Occupied Property**

I/we understand that in order to qualify for this program at least 50% of the units must be occupied by or made available to families with incomes at or below 50% of the area median income level and the remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level. Buildings with five or more units may have 20% of the units occupied by families with incomes above 80% of the AMI.

Total Number of Units - \_\_\_\_\_

- o Number of units occupied/available to families with incomes at or below 50% of the area median income level is \_\_\_\_\_ (100% - must be at least 50%)
- o Number of units occupied or made available to families with incomes at or below 80% of the area median income level \_\_\_\_\_
- o If five (5) or more units, number of units occupied by families with incomes above 80% of the AMI \_\_\_\_\_ (% - cannot exceed 20%)

I/we understand that multi-family units (five or more units) in the Federal Emergency Management Agency Special Flood Hazard Areas are not eligible for this program.

**I/we also agree to give priority in renting units assisted for not less than 3 years (following the completion of lead abatement actives) to income qualifying families with a child/children under age six.**

**APPLICANT'S CERTIFICATION:**

**I/we understand that the financial assistance for Lead Hazard Control work is provided as a three year forgivable 0% interest loan. A lien will be placed against the property. The period begins when the work has been cleared by verification of laboratory results and expires three (3) years from that date.**

The applicant/tenant certifies that all information in this application and all other information furnished in support of this application are given for the purpose of obtaining a forgivable loan under the Lead-Based Paint Hazard Control Program, and are true and complete to the best of the Applicant's/Tenant's knowledge. Verification may be obtained from any source named herein.

I understand that under the guidelines of this program, my house will be inspected by the agency's program staff to determine the amount of work to be performed, and that the agency, in conjunction with the IQCHHC Program Manager, has final authority.

As a condition of receiving financial assistance through the Lead-Based Paint Hazard Control Program, I agree to maintain my property in a decent, safe and sanitary condition, in compliance with all the adopted codes of the City where I reside.

**I/WE FURTHER ATTEST THAT THERE IS A CHILD LESS THAN SIX YEARS OLD WHO EITHER LIVES IN THE UNIT LISTED ABOVE OR SPENDS MORE THAN TWO HUNDRED (200) HOURS PER CALENDAR YEAR.**

Lead Based Paint - I have received a copy of the pamphlet EPA-740-K-10-001 (Revised September 2011) entitled, "Renovate Right – Important Lead Hazard Information for Families, Child Care Providers and Schools."

\_\_\_\_\_  
Tenant Signature **(if applicable)**                      Date                      Co-Tenant's Signature                      Date

\_\_\_\_\_  
Applicant Signature **(required)**                      Date                      Co-Applicant's Signature                      Date

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. title 18, Sec. 1001 provides: "Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both."**

**Healthy Homes Lead Based Paint Hazard Control Grant Program  
Zero Income Verification**

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**\*FOR OFFICE USE ONLY**

City of Moline   City of Rock Island   City of Sterling   Project NOW   RIEGC

Case Number: 13\_\_\_\_\_ 14\_\_\_\_\_ 15\_\_\_\_\_ Date Received \_\_\_/\_\_\_/1\_\_

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**APPLICANT NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**I \_\_\_\_\_, HEREBY CERTIFY THAT I DO NOT RECEIVE INCOME FROM ANY OF THE FOLLOWING SOURCES:**

1. Wages, salaries, tips, etc.
2. Taxable interest.
3. Dividends.
4. Taxable refunds, credits or offsets of state and local income tax. There are some exceptions – refer to Form 1040 instructions.
5. Alimony (or separate maintenance payments) received.
6. Business income (or loss).
7. Capital gain (or loss). There are some exceptions – refer to Form 1040 instructions.
8. Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold).
9. Taxable amount of individual retirement account (IRA) distributions. (Includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA).
10. Taxable amount of pension and annuity payments.
11. Rental real estate, royalties, partnerships, S corporations, trusts, etc.
12. Farm income (or loss).
13. Unemployment compensation payments.
14. Taxable amount of Social Security benefits.
15. Other income, including prizes and awards; gambling, lottery or raffle winnings; jury duty fees; Alaska Permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business or renting such property; and income from an activity not engaged in for profit.

And, that I have no income of any kind whatsoever at this point in time and do not anticipate income from any source within the next twelve months.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NO.

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. title 18, Sec. 1001 provides: "Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both."**

**CITY OF MOLINE  
LEAD HAZARD CONTROL PROGRAM**

**AUTHORITY FOR RELEASE OF INFORMATION**

Program Administrator (Sponsor) Name: **Illinois Quad Cities Healthy Homes Coalition (IQCHHC)**

Program Administrator (Sponsor) Address: **619 16<sup>th</sup> Street, Moline, IL 61265**

I hereby authorize the above Sponsor to verify my bank accounts, employment records, outstanding debts, including any present or previous mortgages, and to make other inquiries pertaining to my qualification for home maintenance assistance from the Lead Hazard Control Program administered by the **Illinois Quad Cities Healthy Homes Coalition (IQCHHC)**. Sponsor may make copies of this letter for distribution to any party with which I have a financial or credit relationship and such party may rely on such copy as if the same were an original.

**Privacy Act Notice:** All information collected by Sponsor or its assignees shall be used in determining whether I qualify as a prospective recipient of a forgivable loan under the **Illinois Quad Cities Healthy Homes Coalition (IQCHHC)** Lead Hazard Control Program. Such information will not be disclosed outside Sponsor except as required and permitted by law. I understand that I do not have to provide any such information, but that failure to do so may cause my application for approval as a recipient or borrower to be delayed or rejected.

\_\_\_\_\_  
Applicant Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Print) (required)

\_\_\_\_\_  
Co-applicant Signature (required, if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant Name (Print) (required, if applicable)

\_\_\_\_\_  
Tenant Signature (rental Units - if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Name (Print) (rental Units - if applicable)

\_\_\_\_\_  
Co-Tenant Signature (rental Units - if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Tenant Name (Print) (rental Units - if applicable)

# Healthy Homes Program Blood Testing Release

**\*FOR OFFICE USE ONLY**

City of Moline    City of Rock Island    City of Sterling    Project NOW    RIEGC

Case Number: 13 \_\_\_\_\_ 14 \_\_\_\_\_ 15 \_\_\_\_\_      Date Received \_\_\_/\_\_\_/1\_\_

It is recommended that all children under six years of age have their blood lead level tested prior to lead hazard control work being done in your home. If your children have not received a blood lead level test in the past three (3) months, or if you are not sure, call Dawn Carnahan (309.558.2935) at the Rock Island County Health Department to discuss whether your child needs a test and to make arrangements for the test to be conducted.

Please check the one of the following statements that best describes your child(ren):

\_\_\_\_\_ My child(ren) under age six **have** had their blood lead levels tested in the past three (3) months. Please identify the test provider and the date of the test:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I hereby authorize the provider to release the results of this (these) blood test(s) to the Lead Hazard Control Program.

\_\_\_\_\_ My child(ren) under age six **have not** had their blood lead levels tested in the past three (3) months **and I agree to have them tested at this time.**

\_\_\_\_\_ For religious and/or personal reasons, I choose **not to have** my child(ren) tested for lead.

\_\_\_\_\_ I/We voluntarily disclose this information.

\_\_\_\_\_ I/We understand that disclosure of this information is not required for participation in the IQCHHC Lead Hazard Control Program.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print (Children) Name(s)

\_\_\_\_\_  
Print (Children) Name(s)

## Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number if joint tax return

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code

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**4** Previous address shown on the last return filed if different from line 3

**5** If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

**K.J. Whitley, Community Development Program Manager**  
 City of Moline, 619 16th Street, Moline, IL 61265  
 Telephone # (309) 524-2044

**Caution.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

**6 Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

**a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

**b Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . . . .

**c Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . .

**7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

**8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . . .

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12/31/2012

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

<b>Sign Here</b>		
	Signature (see instructions)	Date
	Title (if line 1a above is a corporation, partnership, estate, or trust)	
	Spouse's signature	Date

## General Instructions

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

**Automated transcript request.** You can call 1-800-829-1040 to order a transcript through the automated self-help system. Follow prompts for "questions about your tax account" to order a tax return transcript.

### Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia, North Carolina, South Carolina	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362  770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301  512-460-2272
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888  559-456-5876
Arkansas, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999  816-292-6102

### Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250  859-669-3592

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

### Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.

# Healthy Homes Program Relocation Assistance

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Due to the nature of the lead hazard reduction work that will take place in your home, you MAY have to temporarily relocate while the work is being done in order to protect your health and safety. Relocation may last one day to two months.

An **Owner-occupant** who voluntarily applies for rehabilitation assistance on his/her property is not considered a displaced person under the Uniform Relocation Act and the Program is not required to provide benefits or assistance related to temporary relocation. Therefore, in the event the prescribed rehabilitation work requires an owner-occupant to vacate his/her property for a short period of time it is his/her responsibility to locate and arrange for replacement housing, and to pay for all move-related costs. If an owner-occupant cannot locate appropriate housing with family members or friends at no cost, the Program may help with temporary relocation if resources permit.

**Tenants** in rental property have rights under the federal Uniform Relocation Act and cannot be permanently displaced because of the government-assisted work in their unit. Tenants will be given a Notice of Non-Displacement. The Healthy Homes program has limited resources available to help tenants with relocation expenses.

**All families who temporarily relocate must remain out of the property while the lead hazard work is being done and cannot return to the property until the work is completed and the unit passes clearance for lead hazards.**

During the application process the Lead Case Manager will discuss temporary relocation options and the process with each family.

Occupants in all assisted units will be expected to pack up their belongings sufficiently to allow the contractor access to complete the lead hazard control work. The Lead Case Manager will provide more specific packing information.

## **Temporary Housing**

The following options are generally available:

- a. Any household may relocate with a family member or friend in a unit that is built after 1978. (Household must obtain documentation stating the unit was built after 1978 and is therefore lead-safe).
- b. Any household may relocate to a unit with a family member or friend that is built prior to 1978, but has been deemed lead-safe upon inspection by a Risk Assessor.
- c. Tenants, and owner-occupants who are unable to relocate with family or friends, may relocate to a hotel that is on the **pre-approved hotel list**. Hotels appearing on the pre-approved hotel list have either been built after 1978 or have been determined to be lead-safe.

## **Relocation Stipend**

All households who are relocated temporarily will receive a nominal relocation stipend of \$50 after the project is complete, paperwork is signed and the contractor has successfully submitted for payment.

## **Transportation**

Households will continue to be able to use their own cars. Households that do not have a vehicle may be provided with a one-month bus pass.

## **Hotel Stipend**

In the event that a household cannot find alternative living arrangements with other family members or friends, the program may pay for hotel expenses at **pre-approved hotels**. The following will apply:

- a. Hotels reservations will be made in the Household name.
- b. The final hotel bill will appear in the Household's name.
- c. The final hotel bill, for pre-approved expenses, will be paid by the Healthy Homes Program.
- d. The Healthy Homes Program will pay only for the room rate and applicable taxes.
- e. Telephone calls, damages, or other costs will not be reimbursed by through the Healthy Homes Program. Such extraneous costs will be the responsibility of the Household.
- f. In the event of ineligible incidentals, damage or violations of the hotel/motel policies that result in monetary fees, the household's relocation stipend will be used to satisfy the bill. If the additional fee is less than the stipend, the remaining amount will be issued to the household thereafter.

# THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

**WARNING**  
LEAD WORK AREA  
LEAD POISON  
NO SMOKING  
OR EATING

CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)  
epa.gov/getleadsafe  
EPA-740-K-10-001  
Revised September 2011



Important lead hazard information for  
families, child care providers and schools.



This document may be purchased through the U.S. Government Printing Office online at  
[bookstore.gpo.gov](http://bookstore.gpo.gov) or by phone (toll-free): 1-866-512-1800.

## IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

## WHO SHOULD READ THIS PAMPHLET?

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### This pamphlet is for you if you:

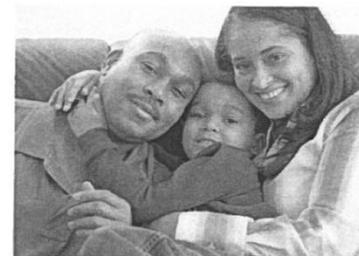
- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

### You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

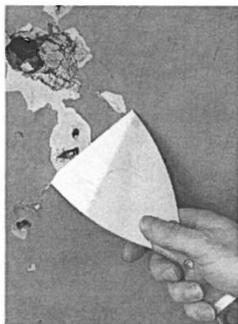
### This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at **1-800-424-LEAD (5323)** for more information.
- **“Do-it-yourself” projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at **1-800-424-LEAD (5323)** and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at **1-800-424-LEAD (5323)** for information about courses and resources on lead-safe work practices.



## RENOVATING, REPAIRING, OR PAINTING?

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- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

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### The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

2

## LEAD AND YOUR HEALTH

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Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at [epa.gov/lead/pubs/leadinfo](http://epa.gov/lead/pubs/leadinfo) or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

3

## WHERE DOES THE LEAD COME FROM?

### Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

### Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

### Proper work practices protect you from the dust.

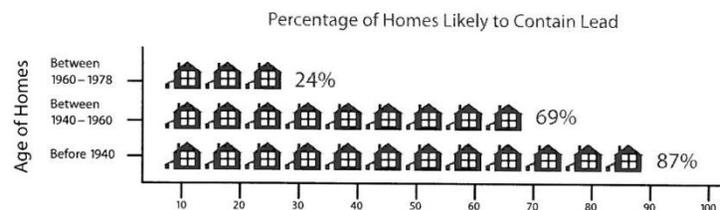
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

### Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



## CHECKING YOUR HOME FOR LEAD-BASED PAINT



### Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

### You have the following options:

#### You may decide to assume your home, child care facility, or school contains lead.

Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

#### You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

## FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

**Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.**

- You can verify that a contractor is certified by checking EPA's website at [epa.gov/getleadsafe](http://epa.gov/getleadsafe) or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

**Always make sure the contract is clear about how the work will be set up, performed, and cleaned.**

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

**If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:**

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

## FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

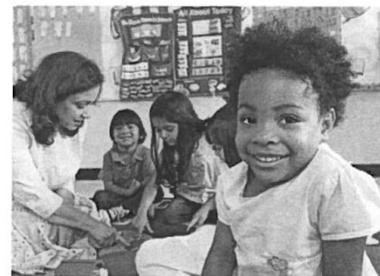
Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

**If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:**

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



## PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

### You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



8

## DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

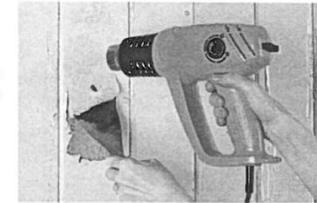
The work practices the contractor must follow include these three simple procedures, described below:

- 1. Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:
  - Cover the floors and any furniture that cannot be moved.
  - Seal off doors and heating and cooling system vents.
  - For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

- 2. Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

- 3. Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:
  - Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
  - Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

9

## FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

### EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

### Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

#### What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

#### How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at [epa.gov/lead/pubs/locate](http://epa.gov/lead/pubs/locate) or contact the National Lead Information Center at **1-800-424-LEAD (5323)**.
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.

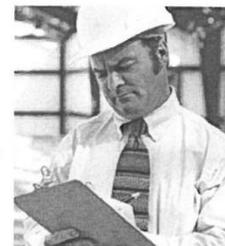


## FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at **1-800-424-LEAD (5323)** or [epa.gov/lead/nlic](http://epa.gov/lead/nlic) can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.



The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at [epa.gov/lead/pubs/brochure](http://epa.gov/lead/pubs/brochure)

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

## EPA CONTACTS

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### EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at [epa.gov/lead](http://epa.gov/lead).

#### Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)  
Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100  
One Congress Street  
Boston, MA 02114-2023  
(888) 372-7341

#### Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)  
Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

#### Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)  
Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA  
19103-2029  
(215) 814-5000

#### Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)  
Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960  
(404) 562-9900

#### Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
Regional Lead Contact  
U.S. EPA Region 5  
77 West Jackson Boulevard  
Chicago, IL 60604-3507  
(312) 886-6003

#### Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)  
Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue,  
12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

#### Region 7

(Iowa, Kansas, Missouri, Nebraska)  
Regional Lead Contact  
U.S. EPA Region 7  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7003

#### Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop Street  
Denver, CO 80202  
(303) 312-6312

#### Region 9

(Arizona, California, Hawaii, Nevada)  
Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-8021

#### Region 10

(Alaska, Idaho, Oregon, Washington)  
Regional Lead Contact  
U.S. EPA Region 10  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1200

## OTHER FEDERAL AGENCIES

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### CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

### CPSC

4330 East West Highway  
Bethesda, MD 20814  
Hotline 1-(800) 638-2772  
[cpsc.gov](http://cpsc.gov)

### CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

### CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40  
Atlanta, GA 30341  
(770) 488-3300  
[cdc.gov/nceh/lead](http://cdc.gov/nceh/lead)

### HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

### U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
HUD's Lead Regulations Hotline  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)



## SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

### Occupant Confirmation

#### Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet 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 Owner-occupant

\_\_\_\_\_  
Signature of Owner-occupant

\_\_\_\_\_  
Signature Date

### Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined 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 lead hazard information pamphlet 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 or by (fill in how pamphlet was left).

\_\_\_\_\_  
Printed Name of Person Certifying Delivery

\_\_\_\_\_  
Attempted Delivery Date

\_\_\_\_\_  
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 hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.