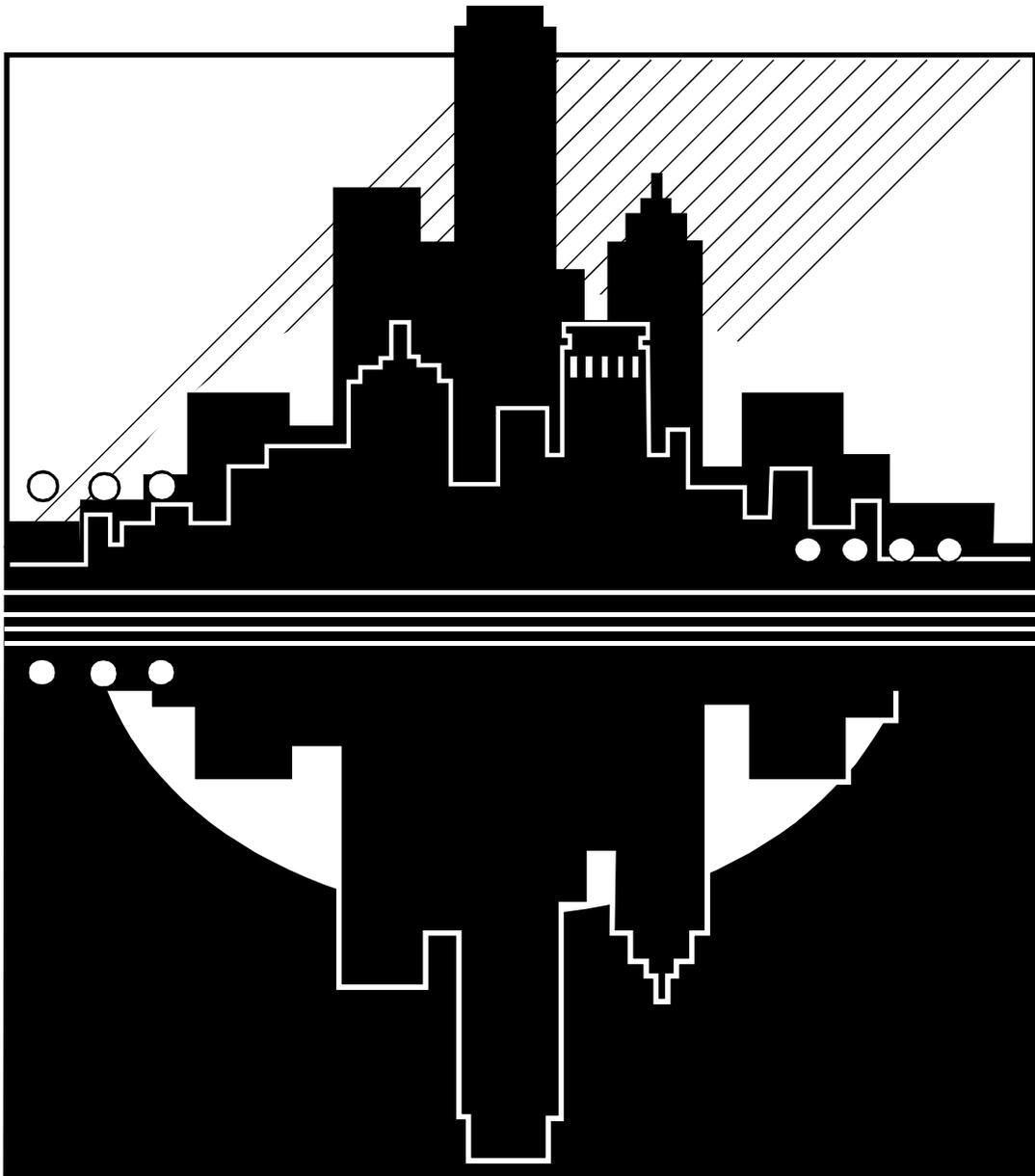


# Lead-Based Paint Guidance for Owners and HUD Field Staff



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**Compliance with the Lead Safe Housing Regulation is our objective.**

# **Lead-Based Paint Compliance**

## **Instructions for Owners and HUD Field Staff**

### **Introduction**

The Lead Safe Housing Rule contained in 24 CFR 35 became effective September 15, 2000. This document summarizes the rule's requirements for various multifamily housing programs and properties receiving Section 8 and other rental assistance constructed before 1978. The multifamily programs covered by the new rule are: (1) new applications for mortgage insurance (currently in development); (2) HUD-owned and Mortgagee-In-Possession (MIP) properties; and (3) properties receiving project-based rental assistance. Properties with units receiving no more than \$5,000 of project-based rental assistance annually have different requirements than properties with units receiving more than \$5,000 annually.

To ensure the rule's effective implementation, HUD has developed a transition plan with a three-part strategy. The goals of the transition plan are to: (1) establish transition periods during which geographic areas lacking capacity to comply with the rule can build that capacity and focus their resources on the housing stock with the greatest need; (2) provide training assistance to jurisdictions that need help building capacity; and (3) supply funding to reduce the costs of complying with the rule.

The Office of Healthy Homes and Lead Hazard Control (OHHLHC) is assisting the local municipalities in building capacity to comply with items 1 and 2. In working with the industry, Multifamily Housing is funding a volunteer lead-based paint inspection program to assist Owners in complying with item 3. This program requires the Real Estate Assessment Center (REAC) to contract for the Inspection/Risk Assessment (IRA). Similar to the physical inspection process, REAC will manage the IRA with a contractor selected by the Department. The contractor will conduct the IRA and report the findings to the Hub/PCs, the Owner, the OHHLHC and Headquarters.

REAC contacted all Owners with properties receiving Section 8 and other forms of rental assistance provided to the tenants (Loan Management Set-Asides, Section 221(d)(3) with Below Market Interest Rates, and Section 236 with Rent Supplement Assistance) to ascertain whether or not they were interested in participating in the program. HUD provided the listing of Owners who expressed interest in the program to the contractor and the contractor contacted each Owner to schedule the IRA. The IRAs started June 4, 2001, and HUD will submit the first reports to the Owners, Hub/PCs, the OHHLHC and Headquarters during the first week of August of this year. REAC and the OHHLHC developed the IRA as a protocol to comply with the Environmental Protection Agency standards.

The Multifamily Housing Project Manager (PM) will perform follow-up and monitoring activities of the Owners participating in the Lead-Based Paint (LBP) inspection program. Each segment of the inspection process will consist of some PM involvement. Item II, page 8 of these instructions provides the procedures for Hub/PC staff monitoring (Project Managers).

# I Instructions for Owners

## A. Owner Communication with Contractor

### 1. Scheduling Inspections

Initial Notice: The REAC contractor(s) will contact the owner by telephone to negotiate a date for the LBP inspection and obtain ownership information i.e., on-site property manager, contact person, property address, and ownership entity. The negotiated date must be at least 30 calendar days from the date REAC contacted the owner. The owner is required to provide preliminary notification of the inspection to residents at least 15 days prior to the inspection date. (For further discussion of resident notification instructions see the section on Owner Communication with Residents on page 4). During scheduling of the inspection, the contractor will ascertain if the owner has submitted a Transfer of Physical Assets (TPA) application. If this has occurred, the contractor must determine the status of the application before scheduling the IRA. If HUD approves the TPA before the projected date of the IRA, the contractor must obtain the new Owner's approval to conduct the IRA. If a TPA approval occurs after the projected date, the contractor may schedule the IRA.

If the Owner pays off the loan and/or opts-out of the Section 8 contract and the tenants use Section 8 certificates or vouchers, the contractor will still conduct the IRA.

Second Notice: The REAC contractor is required to send a second notice to the Owner by certified mail 15 calendar days before the scheduled IRA date to confirm the date and any required and/or requested ownership information. The contractor will include in this notice a checklist entitled, "Information for the Residents on Lead-Based Paint Inspection/Risk Assessment" for distribution to each resident at least five days prior to the inspection. (See Appendix A).

Similar to the Physical Inspections conducted by the REAC protocol, the contractor will not inspect all of the units in the project. Based on the construction date of the property, the contractor will inspect a pre-determined number of units. The contractor will provide the number of units to the Owner 15 days prior to the scheduled inspection. Neither the Owner nor the tenants will know which units will be inspected until the date of the IRA.

## 2. Reporting

After completing the inspections for a property, the contractor will submit the results electronically to REAC within 10 business days. REAC will review the results using a checklist developed in conjunction with the OHHLHC. REAC will review the results to determine if the report is acceptable. After REAC accepts the report, it will mail only the summary report of the results to the Owner and the OHHLHC. The Hub/PC will receive an electronic copy. To receive a copy of the entire report, the Owner must send a written request to:

Anthony Carey, Deputy Project Manager  
ATTENTION: Lead-Based Paint  
1280 Maryland Avenue, SW, Suite 800  
Washington, DC 20024-2135

The inspection report will identify whether there is NO LEAD PAINT or LEAD PAINT and/or LEAD PAINT HAZARDS on the property. If there is LEAD PAINT, the report will identify the location, level of hazard, and acceptable or optional ways of mitigating the hazards.

- (a) Summary Report and Findings: HUD will provide a summary report to the Owner. (The actual report is over thirty pages and will be available to the Owner upon request). The Hub/PC, and the OHHLHC will receive a copy of the entire report. The entire report will consist of the following elements:
- (i) A summary statement that specifies if the property contains lead hazards with an identification of the particular location.
  - (ii) Property information and description.
  - (iii) A summary of each identified lead hazard and a lead hazard management category (i.e., high, moderate or low).
  - (iv) A summary statement of the dust sample results averaged by each component sampled (i.e., floors, windowsills, window troughs), room type, and the average compared to the applicable standard level to determine if the results are project-wide.
  - (v) A summary statement of the overall condition of each building by address and evaluated samples.
  - (vi) A summary statement listing the individual tested units and the total number of tested units.
  - (vii) The total number of separate tests performed for each homogeneous component/substrate pair and the total number of positive or negative lead results.
  - (viii) The lead classification result, positive or negative for each identified homogeneous component/substrate pair in the inspected property.
  - (ix) High priority locations that received a detailed examination and environmental sampling during the risk assessment.
  - (x) A tabular listing of all testing combinations classified as lead-based paint.
  - (xi) A tabular listing of all lead-based paint hazards.
  - (xii) Actions required of the owner.
  - (xiii) Owner(s) name or representative present during the inspection/risk assessment.

- (b) Clearance Reports: The Owner of property with identified Lead-Based Paint (LBP) and/or Lead Paint Hazards (LPH) must submit a Lead Hazard Control Plan (LHCP). A clearance technician that has been certified by the unit of local government to review and approve the work will issue a clearance report once the Owner completes reduction activities (See Post-Inspection, page 5). Reduction activities include paint stabilization, maintenance, rehabilitation, interim controls or abatement. A clearance examination will follow these activities. In addition to the requirements described in the rule, individual states and localities may have additional or more stringent requirements.

As with the other notification requirements, the Owner must notify the residents upon clearance report issuance. The Owner must post the clearance report in a visible, accessible site on the property or distribute it to each individual unit. The Owner must provide access to a file of all IRA reports in the project office during normal business hours for at least one year after all related LBP activity is complete for review by the tenants and potential tenants.

### 3. Appeal Process

If the Owner disagrees with the IRA, the Owner may appeal. To appeal, the Owner is required to request a re-evaluation of the IRA review within 15 calendar days of receiving the results. The request must be in writing and forwarded to:

**Director, Real Estate Assessment Center  
ATTENTION: Lead-Based Paint  
1280 Maryland Avenue, SW, Suite 800  
Washington, DC 20024-2135**

The re-evaluation may include an analysis of the information the inspector collected, a complete re-inspection of a sample of the property, or a laboratory analysis of the paint chip samples. If the paint chips samples are used as part of the re-evaluation, the Owner must repair the damage.

If the Owner disagrees with the re-evaluation results, the Owner may contract for another inspection with a contractor at the Owner's expense. If the Owner contracts for another IRA, the Owner may not charge the costs to the project as an expense. Handbook 4350.1 only permits the use of project funds for testing. The Owner should be advised that the inspection must comply with the

standards provided in the regulations or the Departments' protocol. The Owner must submit this inspection to REAC at the above address within 30 business days from the Owner's notification to REAC to contract for another inspection. The contractor must certify that the inspection meets regulations or the Department's protocol.

If REAC's review of the Owner's inspection concludes that the property is not contaminated, HUD may reimburse the Owner the expense of contracting for the inspection.

## **B. Owner Communication with Residents**

Although the Owner may request an appeal of the IRA report, the Owner must post all information regarding the IRA process in a visible, accessible site on the property or distribute it to each individual unit.

### **1. Pre-Inspection**

As provided in Item I, Scheduling Inspection, the Owner must notify residents at least 15 days prior to the inspection date. The exact units that the contractor will inspect are unknown until the day of the inspection. The Owner must notify **all** residents of the units that the contractor will inspect prior to the start of the IRA. Notices may be posted in each building. They must be accessible, located in three conspicuous places, and may be placed under the door of the units to receive the IRA.

### **2. Post-Inspection**

Once the Owner receives the results of the inspection/risk assessment from REAC, the Owner must provide the results to residents within 15 calendar days. The results must be posted in a visible, accessible site on the property or distributed to each individual unit (as described above).

If the evaluation report identifies LBP and/or LPH and the Owner does not request an appeal, the Owner must coordinate with the PM to develop a Lead Hazard Control Plan (LHCP). The LHCP takes a strategic approach to addressing the lead hazards in the property and prioritizes the highest risk units, such as those with pregnant women or children under six years of age for lead hazard control work, and presents a plan to address lead hazards in other units and common areas over a period of time. The Owner must notify the residents when he/she will correct the deficiencies and post the inspection results. The Owner must post the LHCP within 30 days of completion. (See Determining Course of Action LHCP on page 6).

## **C. Owner Communication with HUD**

### **1. Pre-Inspection**

Prior to the inspection, the Owner will receive the form HUD-90057 "Certification of Notification to Residents/Tenants." After the Owner notifies the residents of the inspection date, the Owner must sign the form and **fax** to HUD prior to the date of the inspection. (See Appendix B).

### **2. Post-Inspection**

Once the Owner receives the IRA results, the Owner must notify the residents and complete the form HUD-90056 "Notification of Results" (See Appendix C). The Owner must fax this form to HUD within 10 business days of receiving the IRA results. HUD will use this form to confirm Owner compliance with resident notification requirements.

If IRA determines that the property has lead, the Owner shall develop a Lead Hazard Control Plan (LHCP) and correct the deficiencies noted in the results. (See Determining Course of Action LHCP on page 6). The Owner must certify to the PM that he/she has corrected the deficiencies. The certification must be on the mortgage/Owner letterhead and signed by the mortgage/Owner.

The Office of Multifamily Housing will provide a standard Certificate in a separate memorandum.

## **D. Owner Compliance Responsibilities**

The Owner must calculate the level of assistance for the project to determine compliance requirements.

### **1. Determining Applicable Compliance**

Properties with the following characteristics are applicable for an IRA:

- (a) Properties receiving project-based assistance less than or equal to \$5,000 annually per unit are covered under 24 CFR Part 35.720. These properties are subject to the regulation effective September 15, 2000. The Owner must perform a visual assessment, perform paint stabilization, and ongoing lead-based paint maintenance is required.
- (b) Properties receiving project-based assistance of more than \$5,000 annually per unit are covered under 24 CFR Part 35.715. For these properties, the Owner must conduct a risk assessment on or before September 17, 2001, for existing multifamily projects constructed prior to 1960. Properties constructed after 1959 but before 1978 must have risk assessments completed by September 15, 2003.

- (c) All Owners of multifamily properties covered by the new rule, regardless of construction date, must perform interim controls and clearance of any LBP hazards identified in the inspection results.

## 2. Calculating Level of Assistance

All owners are required to determine the applicable compliance using the following calculation:

To calculate the annual per unit assistance:

Take the total assistance to the project for one month.

Multiply by 12 to get annual assistance.

Then divide by the total assisted units.

Example:  $(\$102,422 \times 12 = \$1,229,062 \div 248 \text{ units} = \$4,956)$

Perform this calculation for the same month every year.

## 3. Determining Course of Action (Lead Hazard Control Plan)

If the contractors finds lead hazards on the property and if the Owner does not dispute the results, the Owner must initiate the process of developing a Lead Hazard Control Plan (LHCP). The LHCP should outline how the Owner intends to comply with HUD's LBP hazard guidelines. An example of a LHCP can be found in appendix 8.2 of the HUD guidelines.

Units where children reside under six years of age require treatment within 90 days of the IRA report date. Units without children under six years of age will have 12 months of the IRA report date to comply with the regulation.

The LHCP responds to the inspection results and information the Owner provides by to the risk assessor. A LHCP will consist of the following at a minimum:

- Introduction
- Risk Assessment Results
- Modifications planned for the buildings
- Lead Hazard Control in units with children (under six years of age)
- Lead Hazard Control in units not occupied by children (under six years of age)
- Worker training and protection
- Record keeping
- Funding sources for work not completed by project staff
- Timelines

## 4. Requesting HUD Assistance in Funding the LHCP

HUD's funding of the inspection/risk assessment does not cover the completion of the Owner's LHCP. The Department may at the Owner's request review the property's reserve accounts and where appropriate permit the release of excess funds.

## 5. Documenting Compliance

The Owner/Agent must be able to provide documentation of compliance with HUD's requirements including:

- (a) Reduction of hazard activity
- (b) Clearance examination (must be performed by an individual that has been certified by the local unit of government) to conduct compliance inspections to ensure that the worksite is free of dust-lead hazards, visible dust, debris, and deteriorated paint).
- (c) Clearance Report (must be retained for a minimum of 3 years)
- (d) Certification that the property is free of lead-based paint and/or lead hazards (must be retained for a minimum of 3 years)

## II **Instructions for Project Managers (PM)**

### **A. PM Monitoring/Responsibilities**

#### 1. Monitoring Pre-Inspection Activities - LBP Scheduler

The PM must monitor properties scheduled for inspection. HUD has created a temporary scheduler for use on the HUD intranet at [hudweb1.hud.gov/po/reac/products/prdlead.cfm](http://hudweb1.hud.gov/po/reac/products/prdlead.cfm)<sup>1</sup>. The scheduler will list the property name, scheduled date and time, and the name of the IRA. To activate the web search for properties, type in the Property ID Number, REMS Number, the FHA Number, or the Section 8 Contract ID Number. The system will take only the active contract numbers for the FHA and Contract ID.

Please note that the Office of Multifamily Housing is enhancing this process and will integrate the scheduling functionality in to REMS.

**If an Owner is involved in a TPA, the PM must record this information into the Project Action screen of REMS and send an e-mail immediately to REAC (Eraina McCoy, GTR and REAC\_recons@hud.gov) and a copy to Headquarters staff (Diana Reid and Kimberly Sanford). This includes a Modified TPA.**

#### 2. Monitoring Owner's Actions

The PM must confirm the dates of all resident notifications to assure compliance with HUD's tenant notification requirements. Once the Owner faxes a signed copy of the form HUD-90057, "Certification of Notification to Residents/Tenants," to the PM, the PM will document the information in REMS and maintain the hard copy in the Owner's file. See Appendix B.

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<sup>1</sup> This website is a temporary system for retrieving information on inspections for LBP. It will have NO input capability.

In addition to the above, the PM must confirm that the Owner/Agent properly provided the form HUD-90056, "Notification of Results to Residents." (See Appendix C). Once the PM receives and verifies this information, the PM will document the information in REMS and maintain the hard copy in the Owner's file. Once the PM receives the signed form HUD-90056, "Notification of Results," he/she will confirm that the Owner properly notified residents and enter the information into REMS. If the Owner disputes the results and requests a risk assessment review, the PM will record status of the appeal process in REMS.

### 3. Monitoring LBP Inspection Results in REMS

Once REAC receives the results, the PM will receive a summary report through REMS. The Office of Multifamily Housing has not yet modified REMS so that the inspection results are viewable. In the interim, PMs can access LBP inspection results at [hudweb1.hud.gov/po/reac/products/prdlead.cfm](http://hudweb1.hud.gov/po/reac/products/prdlead.cfm).

If an inspector identifies LBP and/or LPH, the Owner must contact the PM to develop a Lead Hazard Control Plan (LHCP) (see page 6) for compliance. Once completed, the Owner must provide certification of remediation to the PM. If the certification is acceptable, the PM will record this into REMS. If the certification is unacceptable, the PM must notify the owner to resolve any remaining deficiencies. If the Owner refuses to comply after this notification, the PM must document the non-compliance in REMS. If the Owner continues to be in noncompliance, the PM must enter a flag into the APPS System (HUD-2530) and notify the local LBP agency. The PM should forward the project to the Departmental Enforcement Center (DEC) for enforcement action as an elective referral.

## **B. PM Analysis**

### 1. Processing Owner's Request for Funding Approval

The PM must receive the Owner LHCP (See page 6) including funding sources. Prior to approving the LHCP and funding, the PM will review the PASS and FASS reviews to determine if there are other project issues that should be factored into this decision. If the plan requires tenants to be temporarily relocated, the PM must review the relocation plan and comment where appropriate.

### 2. Verifying Owner's Calculation of Level of Assistance

The PM must understand the procedure used to calculate the level of assistance. (See Calculating Level of Assistance on page 6). The calculation determines the LBP compliance requirements. Properties with units receiving no more than \$5,000 of project-based rental assistance annually have different requirements than properties with units receiving more than \$5,000 annually.

### 3. Compliance/Clearance Reports

Owners must document clearance of LBP hazards in report format and retain a copy of the report on the property for the tenants and potential tenants to review for at least three years. In addition to project information (i.e., address, specific location, etc.), the report must state the areas covered on the property (i.e., units, common areas, etc.), and must contain two basic parts: (1) information on the clearance examination; and (2) information on the work performed prior to the clearance examination.

### **III Special Instructions for Performance Based Contract Administrators (PBCAs)**

The Contract Administration Oversight Monitor (CAOM) should closely monitor all inspections on properties monitored by PBCAs. CAOMs can obtain this information from the temporary scheduler until REMS is enhanced. The temporary scheduler can be accessed using the HUD intranet at [hudweb1.hud.gov/po/react/products/prdlead.cfm](http://hudweb1.hud.gov/po/react/products/prdlead.cfm). The scheduler will list the property name, scheduled date and time, and the name of the inspector/risk assessor. To activate the web search for properties, you must type in the Property ID Number, REMS Number, the FHA Number, or the Section 8 Contract ID Number. The system will take only the active contract numbers for the FHA and Contract ID. The CAOM will receive information from the PM regarding the LBP Hazard clearances.

CAOM should inform the PBCAs of the scheduled inspection dates so that CAs can perform their monitoring duties.

#### IV FREQUENTLY ASKED QUESTIONS

- Q/A**
1. How will the field office be notified of scheduled inspections?
    - A. The schedules and other information will be posted weekly for each Hub and Program Center on the intranet web site which can be accessed at: [hudweb1.hud.gov/po/reac/products/prdlead.cfm](http://hudweb1.hud.gov/po/reac/products/prdlead.cfm)
  
  2. If there are questions, comments, or complaints from the PM, how are they handled?
    - A. Lead-Based Paint questions should be directed to HUD's Office of Healthy Homes and Lead Hazard Controls at (202) 755-1785, extension 104. Policy questions should be directed to HUD's Office of Asset Management to Margaret Keels at (202) 708-3944, extension 2672 or Diana Reid at (202) 708-2654, extension 2199. Lead-Based Paint inspection questions should be directed to the Technical Service Support Center at (877) 406-9220.
  
  2. When an inspection is completed, how will the PM receive the results?
    - A. The results will be in a summary format and will be posted on the interim website.
  
  4. If there is a need for the contractor to cancel an inspection, how is it handled?
    - A. If the contractor must cancel an inspection, the contractor must notify the GTR at REAC and the Owner as soon as possible.
  
  5. How many Owners have responded to this program?
    - A. The initial group of properties (constructed prior to 1960) to be inspected before September 17, 2001, is approximately 460 properties. The total number of properties over the three-year period is estimated at 3,500.
  
  6. What is the estimated number of properties the contractor is expected to inspect within a given timeframe?
    - A. It is estimated that the contractor will complete approximately 50 properties per week, starting in May 2001.

## **Attachments**

<b>Appendix A</b>	<b>Information for the Residents</b>
<b>Appendix B</b>	<b>Certification of Notification to Residents/Tenants</b>
<b>Appendix C</b>	<b>Notice of Results</b>

## **Important Information for All Residents: Lead-Based Paint Inspection/Risk Assessment**

**The following information is provided to residents by the Owner of this property. It concerns an inspection that will be conducted to determine whether lead-based paint hazards exist on the property. Please read carefully.**

### **NOTIFICATION TO RESIDENTS**

Fifteen days before the inspection/risk assessment is performed, the Owner must deliver a notice of the inspection to each resident. The notice must include the date(s) inspectors will be on the property. The Owner/Agent must ensure that all dwelling units of the property are available for the inspection/assessment.

### **RESIDENT RESPONSIBILITY**

Residents are expected to cooperate by allowing the inspector access to the unit to perform the tests necessary to determine whether lead hazards exist. Residents must notify the Owner/Agent of any special circumstances that will delay or prevent the inspector/risk assessor from performing the inspection.

### **OWNER/AGENT REPRESENTATIVE**

A representative of the Owner/Agent must accompany the contractor during the inspection/risk assessment to ensure that the inspector can access the units. This procedure will also provide the Owner/Agent's representative with the opportunity to become more familiar with safe work practices concerning lead-based paint.

### **INSPECTION/RISK ASSESSMENT PROCESS**

When the inspector/risk assessor arrives at the property, he or she will:

1. Meet with the Owner/Agent representative who will accompany him or her during the inspection.
2. Verify the resident notification.
3. Request the list of rental units to identify which units will be sampled.
4. Identify common areas, such as hallways, and develop a plan to sample those common areas.

The sampling method for lead inspection is different from the sampling method used by the U.S. Department of Housing and Urban Development (HUD) for physical inspections. Although both methods use random samples, the number of units included in the lead inspection is greater than the number used for HUD physical inspections. The inspection time in a unit for the lead risk assessment is longer and can range from 1 to 3 hours.

The inspector/risk assessor will use an x-ray fluorescence (XRF) analyzer to obtain the reading for the level of lead in the paint. On some surfaces where the XRF cannot obtain a conclusive reading (for example, a curved hand railing), the inspector/risk assessor may have to take a paint sample for further analysis. The Owner will be responsible for repair of the surface.

### **REPORT**

A summary of the inspection/risk assessment results will be reported to the residents of the property. A copy of the full report will be available for review upon request. Appeals of the inspection/risk assessment results, if any, will extend the timeframe for releasing the report to the residents.

## **Información importante para todos los residentes: Inspección y evaluación de riesgo de pintura con plomo**

**La siguiente información es suministrada a los residentes por el dueño de esta propiedad. Se refiere a una inspección que se efectuará para determinar si en la propiedad hay peligros de pintura con plomo. Por favor léala cuidadosamente.**

### **NOTIFICACIÓN A LOS RESIDENTES**

El Dueño/Agente debe notificar a los residentes mediante un aviso colocado en un sitio visible de la propiedad una vez que el dueño haya sido notificado de la fecha de la inspección. Quince días antes de la inspección/evaluación de riesgo el Dueño debe entregar un aviso de la inspección a cada residente. El aviso debe incluir la(s) fecha(s) en que los inspectores visitarán la propiedad. El Dueño/Agente debe asegurar que todas las unidades de vivienda de la propiedad estén disponibles para la inspección/evaluación.

### **RESPONSABILIDAD DE LOS RESIDENTES**

Se espera que los residente cooperen permitiendo el acceso del inspector a la unidad a fin de realizar las pruebas necesarias para determinar si hay riesgo causado por el plomo. Los residentes deben notificar al Dueño/Agente de cualquier circunstancia especial que pueda demorar o impedir al inspector/evaluador de riesgo efectuar la inspección.

### **REPRESENTANTE DEL DUEÑO/AGENTE**

Un representante del Dueño/Agente debe acompañar al inspector durante la inspección/evaluación de riesgo para asegurar que tenga acceso a las unidades. Este procedimiento también dará al representante del Dueño/Agente la oportunidad de familiarizarse más con prácticas de seguridad en el trabajo relacionadas con la pintura con plomo.

### **PROCEDIMIENTO DE INSPECCIÓN/EVALUACIÓN DE RIESGO**

Cuando el inspector/evaluador de riesgo llegue a la propiedad:

1. Se reunirá con el representante del Dueño/Agente que le acompañará durante la evaluación.
2. Verificará la notificación a los residentes.
3. Solicitará la lista de unidades de alquiler para identificar las unidades que serán inspeccionadas.
4. Identificará áreas comunes como pasillos y desarrollará un plan para tomar muestras de esas áreas.

El método de muestreo para inspección de plomo es diferente al utilizado por el Departamento de Vivienda y Desarrollo Urbano (HUD) para las inspecciones físicas. Aunque ambos usan muestras tomadas al azar, la cantidad de unidades incluidas en la inspección de plomo es mayor que el número usado para las inspecciones físicas del HUD. El tiempo de inspección en una unidad para la evaluación de riesgo de plomo es mayor, y puede llevar de 1 a 3 horas.

El inspector/evaluador de riesgo utilizará un analizador de fluorescencia de rayos equis (XRF) para obtener la medición del nivel de plomo en la pintura. En algunas superficies donde el XRF no puede obtener una medición precisa (como pasamanos curvos), el inspector/evaluador podría tener que tomar una muestra de la pintura para mayor análisis. El propietario será responsable de la reparación de la superficie.

### **INFORME**

A los residentes de la propiedad se les proporcionará un resumen de los resultados de la inspección/evaluación. Una copia del informe completo estará a disposición de quienes soliciten examinarlo. Las apelaciones de los resultados de la evaluación, si las hubiere, extenderán el plazo para dar a conocer el informe a los residentes.

# Certification of Notification to Residents/Tenants

U.S. Department of Housing and Urban Development

Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-XXXX

(Exp. 02/29/2004)

**Public Reporting Burden** for this collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection is authorized under 24 CFR 35 to insure notification in multifamily housing. This form is completed by the owner of the project to indicated proper advance notice to residents/tenants informing them of the pending inspection for lead-based paint. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street SW Washington, DC 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-XXXX), Washington, DC 20503. Do not send this completed form to either of the above addresses.

Name of property: \_\_\_\_\_

Project Number: \_\_\_\_\_

Date of Inspection/Risk Assessment: \_\_\_\_\_

Owner of property: \_\_\_\_\_

As owner/agent of the above property, I certify that the residents/tenants of the above-mentioned property were given preliminary notice of the pending Lead-Based Paint inspection by either posting the notice in three conspicuous places, and/or hand delivered to each resident. I further certify that at least five days prior to the scheduled inspection, each resident will receive a copy of the “Information for the Residents, Lead-Based Paint Inspection/Risk Assessment. This notification conforms with the owner agreement previously signed and referenced in 24 CFR 35. ”

Print Name: \_\_\_\_\_  
(Owner/Agent)

Signature: \_\_\_\_\_  
(Owner/Agent)

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

This certification of notification must be signed and returned by fax prior to the inspection date to: U.S. Department of Housing and Urban Development  
Your local Program Center - Project Manager



## Notification of Results

U.S. Department of Housing and Urban Development  
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-XXXX  
(Exp. 02/29/2004)

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Name of property: \_\_\_\_\_

Project Number: \_\_\_\_\_

Date Results Received: \_\_\_\_\_

Pursuant to 24 CFR 35.125, Subparts D, and F through M, occupants of multifamily housing properties covered by the rule must be notified of lead-based paint evaluation results and hazard reduction activities (including clearance examinations). If lead-based paint or lead-based paint hazards are presumed to exist, notification must be made to each occupant on the property.

I/we \_\_\_\_\_(owner (s)) certify that the occupants of the above-mentioned property were notified of the lead-based paint inspection results within 15 days of receiving the report. I further certify that the summary of the results was posted in a visible/accessible site for occupants to review.

Signature: \_\_\_\_\_  
(owner)

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Please fax this certification to HUD within 15 days after posting to:  
U.S. Department of Housing and Urban Development  
Your local Program Center - Project Manager

