



Malden Redevelopment Authority

17 Pleasant Street, 3rd Floor • Malden, MA 02148 • (781) 324-5720 • Fax (781) 322-3734
Lead Abatement/Rehab Office
176 Pearl St. • Malden, MA 02148 • (781) 397-1940 • Fax (781) 397-0273

Tenant:

Your landlord is applying for assistance from the Malden Lead Abatement Program. If the application is approved, your unit will be lead abated. To determine if the property meets the guidelines of our program, we must have the following packet filled out. I realize that some of the information is personal; however, all information will be kept confidential. Please complete all information on this form, and return it to our office or mail it directly to the owner. Thank you.

Please complete the following forms enclosed:

1. Unit Information
2. Occupant & Income Form
3. The Children's Lead Test form.
4. Tenant Information/Agreement Form
5. How Do I Prepare My Apartment/Home for Lead Abatement

Please provide the following information:

1. Birth certificates for all children 6 and under
2. **PLEASE SUBMIT THREE OF: MOST RECENT PAYSTUBS AND MOST RECENT TAX RETURNS**

Your cooperation is greatly appreciated. Please take time to read and understand all of the information provided. If you have any questions or need help with the forms, please contact me at 781-397-1940.

Sincerely,

MALDEN REDEVELOPMENT AUTHORITY



Tenant Lead Law Notification

What lead paint forms must owners of rental units give to tenants?

All tenants who live in units built before 1978 must be given two copies of this Tenant Lead Law Notification and Tenant Certification Form (other side). In addition, property owners or contractors must distribute the following pamphlets: 1) Protect Your Family From Lead In Your Home; 2) The Lead-Safe Certified Guide to Renovate Right. If any of the following documents exist for the unit, tenants must also be given a copy of them: lead inspection or risk assessment report, Letter of Full Compliance, or Letter of Interim Control.

When do owners have to give tenants these forms?

New tenants must be given the forms before entering the rental agreement, beginning September 1, 1995.

Current tenants must be given the forms during the one year period starting December 1, 1995 at the time of lease renewal, or if there is no lease, any time during the year, but no later than December 1, 1996.

What is lead poisoning, and how do children become lead poisoned?

Lead poisoning is a disease. Lead can make children, especially those under six years old, very sick and can cause learning and behavior problems. Lead is often found in paint on the inside and outside of homes. The main way a child can get lead poisoned is from swallowing lead paint dust and chips. A child can also get lead from other sources, such as soil and water, but these rarely cause lead poisoning by themselves. The only way to tell for sure that a child is lead poisoned is to have his or her blood tested. Your doctor, other health care provider or Board of Health can do this. A lead poisoned child will need medical care. A home with lead paint must be delead for a lead poisoned child to get well.

What can you do to prevent lead poisoning?

- Talk to your child's doctor about lead.
- Have your child tested for lead at least once a year until he/she is four years old.
- Ask the owner if your home has been delead or call the state Childhood Lead Poisoning Prevention Program (CLPPP) at 1-800-532-9571, or your local Board of Health.
- Tell the owner if you have a new baby, or if a new child under six years old lives with you.
- If your home was delead, but has peeling paint, tell and write the owner. If he/she does not respond, call CLPPP or your local Board of Health.
- If your home has not been delead, you can do some things to temporarily reduce the chances of your child becoming lead poisoned. You can clean your home regularly to wipe up dust and loose paint chips. Use a cleaner called TSP, or an automatic dishwasher detergent high in phosphate, or other cleaners made just for cleaning lead dust and chips. The areas to clean most often are window wells, sills, and floors. Wash your child's hands often (especially before eating or sleeping) and wash your child's toys. Remember, the only way to permanently lower the risk of your child getting lead poisoned is to have your home delead if it contains lead paint.

What does the Lead Law require the owner of your home to do?

An owner of a home built before 1978 must have the home inspected. If lead hazards are found, it must be delead or brought under interim control if a child under six years old lives in it. A licensed deleader has to do all removal of leaded paint, and all other high-risk work. The owner or someone who works for the owner who is not a licensed deleader can do certain low-risk deleading and interim control work. After the work is done, the lead inspector or risk assessor issues a Letter of Full Compliance or Letter of Interim Control. The owner must make sure there is no peeling paint anytime after getting a Letter of Full Compliance or Letter of Interim Control.

What is a Letter of Full Compliance?

It is a legal letter that says either that there are no lead paint hazards or that the home has been delead. The letter is signed and dated by a licensed lead inspector.

What is a Letter of Interim Control?

It is a legal letter that says work necessary to make the home temporarily safe from lead hazards has been done. The letter is signed and dated by a licensed risk assessor. It is good for one year, but can be renewed for one more year. The owner must fully delead the home and get a Letter of Full Compliance before the end of the second year.

Tenant Certification Form

I (tenant) certify that I have received the following: (check all that you received)

_____ Tenant Lead Law Notification (on reverse side) _____ Lead Inspection Report _____ Risk Assessment Report

_____ Letter of Interim Control _____ Letter of Full Compliance

Tenant Information (Please Print):

Name _____

Street _____ Apt. _____

City/Town _____ Zip _____

Tenant's Signature _____ Date _____

Owner/Managing Agent Information (Please Print):

Name _____

Street _____ Apt. _____

City/Town _____ State _____ Zip _____

Telephone # _____

Owner's/Managing Agent's Signature _____ Date _____

_____ I (owner/managing agent) certify that I provided the Tenant Lead Law Notification/ Tenant Certification form and any existing lead law documents to the tenant, but the tenant refused to sign this certification. The tenant gave the following reason:

The Massachusetts Lead Law prohibits rental discrimination, including refusing to rent to families with children or evicting families with children because of lead paint.

This form is also available from the Childhood Lead Poisoning Prevention Program in the following languages: Cambodian, Chinese, Haitian Creole, Laotian, Portuguese, Spanish, and Vietnamese.

The Massachusetts Department of Public Health's Childhood Lead Poisoning Prevention Program (CLPPP) has additional information on a full range of topics related to lead poisoning prevention, tenants' and owners' rights and responsibilities under the Lead Law and Regulations, financial assistance for owner, and safe deleading and renovation work. CLPPP can be reached at 1-800-532-9571. More information is also available from your local lead poisoning prevention program, or your local Board of Health.

Tenant and owner must each keep a completed and signed copy of this form.

Malden Lead Abatement Program
UNIT INFORMATION

This form is to be completed by the head of household. If the unit is vacant, the owner must complete, indicating the unit is vacant, and state the amount of rent that will be charged.

Address: _____

Unit #: _____

Name: _____

Social Security #: _____

(Necessary if you wish a relocation stipend – if eligible.)

Contact Number: _____ Rent Amount: \$ _____

Number of Bedrooms: _____

Do you receive rental assistance? ___ Yes ___ No

If yes, what amount does your agency pay? \$ _____

How Many days were you out of the unit?

Total days relocated: _____

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that an agency may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this agency is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.

I do not wish to furnish this information

Race/National Origin:

American Indian, Alaskan Native Asian, Pacific Islander
 Black Hispanic White Other (specify) _____

Sex: Female Male

Female Head of Household: Yes No

Malden Lead Abatement Program OCCUPANT & INCOME FORM

Please list every person living in your unit (include yourself)

The information below will be used to determine if your landlord qualifies for this program. This information will be kept confidential. If you do not provide this information, you may cause the deleading of this property to be delayed or rejected.

Proof of income for each working adult over 18 year of age is required. Examples include, but are not limited to, tax returns, 3 recent pay stubs, wage records, employer verification (directly from employer, not the employee). Please indicate if a full-time student. (Copy of Student ID)

NAME: _____
(Head of Household)

First	Last	Age	Date of Birth	Sex	Race (optional)	Gross Income (Indicate if yearly, monthly or weekly)

Race: W=White, B=Black, H/L=Hispanic/Latino, N=Native American or Alaskan Native, A=Asian or Pacific Islander, O=Other. The above Race/national Origin information has been requested by the Department of Housing and Urban Development for monitoring purposes only. You are not required to furnish this information. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. This information is provided in compliance with federal requirements and is subject to verification.

SIGNATURE

DATE

FOR OFFICE USE ONLY			
Family Size: _____;	# of Children Under 6 years: _____	Staff Initials _____	
Income: _____;	% of Median _____	Date _____	

Malden Lead Abatement Program
LEAD TEST FORM

Name _____
(Head of Household)

Proof of age for children under 6 years of age, who live on the property, is required. Examples include, but are not limited to, a birth certificate, medical records or school records.

Any children under 6 years of age, who visit the property often, should be listed on the back page. Please include their name, age, relation to head of household and time spent visiting the property. (Lead test information not required for these children)

Have they been tested for lead in the past three (3) months?

Name _____ Yes _____ Date _____ Results _____

Name _____ Yes _____ Date _____ Results _____

Name _____ Yes _____ Date _____ Results _____

Name _____ Yes _____ Date _____ Results _____

Name _____ Yes _____ Date _____ Results _____

Name _____ Yes _____ Date _____ Results _____

_____ The above listed children **have not** had their blood lead levels tested in the past three (3) months; however I agree to have them tested at this time and will supply the results to the Malden Lead Abatement Program.

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

I/We voluntarily disclose this information. I/We understand that disclosure of this information is not required for participation in the Malden Lead Abatement Program.

(Parent/Legal Guardian)

(Date)

Malden Lead Abatement Program TENANT INFORMATION/AGREEMENT FORM

PLEASE READ & SIGN THIS FORM

Program Requirements:

Your landlord has applied to participate in the Malden Lead Abatement Program. If the property qualifies, and a recent lead inspection has not previously been provided, then a Massachusetts Licensed Lead Inspector will do a lead inspection in your home. If there are any lead hazards identified, a Massachusetts Licensed De-leader will perform deleading work. This work will make your home a safer place for young children who live there or visit.

Your landlord has already agreed to the terms of the program. In order for deleading work to take place, you must also agree to the following:

Relocation during deleading work:

During the time that the deleaders are working in your unit, your family cannot be living on the property and will have to temporarily relocate. The **average time is 10 working days**, although it can take longer or shorter depending on the amount and kind of work being performed. You cannot go in and out of your unit during this time. You cannot move back in until you have been notified that the work is done and it is safe to go home. To make sure your unit is safe; the lead inspector will take samples for lead dust throughout your home. A laboratory will test these wipes samples. Relocation is required so that no member of your family will be exposed to lead dust during deleading. Massachusetts State Law also requires relocation.

The Malden Redevelopment Authority is offering **3 options** of relocation for the tenants while work is being done within your unit. It is a state law that all occupants must relocate while lead abatement activities are being performed within the unit.

1. A stipend of **\$100 per day, per household up to the max of \$1,000**, for you to relocate (if you stay at a friends or relatives house). (To generate a check, I need your Social Security Number. The check will not be released to you until after the work is done. The check is only released if you have followed all the terms of the program. There is only ONE check per unit allowed and you will need an ID to pick it up. It may take up to fourteen (14) days for you to receive your check after you return home.)
 2. Stay in a **hotel unit at the LaQuinta Inn**, 23 Cummings Street, Somerville.
 3. **Relocate to a furnished unit**, within the building you reside in now in Malden.
- (Note: Only one option may be selected.)**

Initials _____

Preparing your unit for deleading:

You are responsible for packing and storing your belongings in any room that will be receiving deleading. Attached are the detailed instructions on how to prepare your unit. Basically, all items must be off the walls, curtains/shades removed, decorations, pictures, breakables all put away. All closets should be emptied. Clothing can stay on hangers; lay them on top of beds. Move furniture to the middle of the room (pile things on top of each other if needed). Everything will be wrapped in plastic and sealed. We recommend taking valuable items out of the unit during the lead abatement.

Initials _____

Non-Liability of personal injury/damage:

I will indemnify and hold the Malden Redevelopment Authority and its officials harmless against any claims for injury or damage of any kind to persons or property occurring or arising during this program.

Initials _____

Please sign and return this copy

Head of Household

Date

Malden Lead Abatement Program TENANT INFORMATION/AGREEMENT FORM

PLEASE KEEP THIS FORM

Program Requirements:

Your landlord has applied to participate in the Malden Lead Abatement Program. If the property qualifies, and a recent lead inspection has not previously been provided, a Massachusetts Licensed Lead Inspector will do a lead inspection in your home. If there are any lead hazards identified, a Massachusetts Licensed De-leader will perform deleading work. This work will make your home a safer place for young children who live there or visit.

Your landlord has already agreed to the terms of the program. In order for deleading work to take place, you must also agree to the following:

Relocation during deleading work:

During the time that the deleaders are working in your unit, your family will have to temporarily move out. The **average time is 10 working days**. You cannot go in and out of your unit during this time. You cannot move back in until you have been notified that the work is done and it is safe. To make sure your unit is safe; the lead inspector will take samples for lead dust throughout your home. A laboratory will test these wipes samples. Relocation is required so that no member of your family will be exposed to lead dust during deleading. Massachusetts State Law also requires relocation.

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Initials _____

***Please keep this copy**

Instructions to Prepare Your Apartment/Home for Deleading

**YOU MAY NOT LIVE IN YOUR UNIT DURING DELEADING
IT IS AGAINST THE LAW**

PLEASE REMOVE and TAKE WITH YOU ALL VALUABLES AND/OR HAZARDOUS ITEMS
(Examples: jewelry, cash, firearms, etc.)

ALL PERSONAL ITEMS and MOVABLE OBJECTS must be PACKED and STORED, or removed. When possible, you should remove your belongings and temporarily store them elsewhere.
(Examples: food, dishes, pots, pans, curtains, draperies, window blinds, window shades, wall hangings, area rugs, toys, and clothing)

If there is a room(s) that is not being delead, please check with the Technician from the Lead Abatement Program if you can store items in that room.

ALL breakable items, such as “knick knacks” and glassware, should be removed from cabinets or shelves and packed in order to avoid breakage or other damage.

ALL furniture and packed items must be moved to the center of the room, or removed. For example, move the bed to the center of the room. Empty clothing and other items from your closet and pile them on to the bed.

ALL furniture and packed items must be removed from rooms where floors will be delead.

Your belongings will be sealed with plastic and duct tape to prevent contamination.

PLEASE STORE YOUR BELONGINGS AS COMPACT AS POSSIBLE. Lead abatement contractors need to have enough room to do their work!

ALL FOOD MUST BE REMOVED FROM THE CABINETS and THE REFRIGERATOR THEN REMOVED FROM THE UNIT.

PETS CANNOT STAY IN THE UNIT DURING LEAD ABATEMENT. This includes aquariums, fish bowls, hamsters, etc.

If gas to appliances needs to be shut off, it must be done by you and it must be turned on by you. If contractor has to do this he/she will not be responsible for any damages or problems that may be incurred.

Please initial below to indicate you have received these instructions and the lead safe pamphlet, “Protect Your Family from Lead in your Home.”

Initial: _____ **Date** _____

***Keep one copy of these instructions for when the time comes to prepare your unit**

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