

## LANDLORD INSTRUCTIONS FOR THE LEAD PAINT NOTICE FORM AND ATTESTATION

1. Compliance with the [Lead Paint Notice Form](#) and Lead Paint Notice Form Attestation is required by Local Law. Failure to comply may result in fines, revocation of rental registration and other penalties as provided by law.
2. If you own more than one property subject to the Rental Registration Fee, fill out an Attestation for each property.
3. The [Lead Paint Notice Form](#) should be delivered to the named leaseholder(s) of the property. **If you do not have a lease, the form should be delivered to all adult tenants occupying the property.** Adult tenants are individuals whom you believe to be over the age of 18.
4. If, to the best of your knowledge, the leaseholder does not live in the rental unit, the form should be delivered to all adult tenants.
5. Acceptable methods of delivery of the [Lead Paint Notice Form](#) and are as follows:
  - a. Personal delivery to tenant(s); OR
  - b. Delivery by a property manager or agent for the property to tenant(s); OR
  - c. Certified mail addressed to the leaseholder if the leaseholder resides in the property. Maintain proof of the mailing provided by the Post Office. If the mail is undeliverable or the leaseholder does not live in the property, delivery to tenants over 18 is required.
6. **Both the landlord/managing agent and tenant must sign and date the form.** If the landlord has retained a property manager for the property, the property manager or agent signs on behalf of the Landlord.
7. A witness must sign that he or she witnessed the tenant sign the [Lead Paint Notice Form](#).
8. Execute two copies of the form. The tenant should keep one copy and the landlord should keep another copy.
9. Keep a copy of the disclosure form for your records. You may be asked to produce the form in the future.
10. If you are renovating more than 6 square feet of interior space or 20 square feet of exterior space, you must deliver the [HUD/EPA Renovation Pamphlet](#) **at least 7 days prior** to the renovation. Delivery may be provided in the same manner as the Lead Paint Notice Form.
11. If you or an agent are delivering the HUD/EPA Pamphlet, sign the brochure on the back of the brochure and request that the tenant also sign and maintain the form. The signature page for the HUD/EPA Pamphlet for renovations is at the back of the pamphlet.

## Front of Brochure



## Signature Page on Back of Brochure

### 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.

12. Copies of the Lead Paint Notice Form and HUD/EPA Renovation Pamphlet are available on the [City of Buffalo Rental Registry website](#) for downloading and printing, as well as in the Room 304 City Hall. Two copies of each form will be sent to landlords along with the Rental Registration Fee form.
13. Any questions or concerns about compliance with these requirements should be directed to Department of Permit & Inspection Services at (716) 851-4949.