

**July 16, 2013**

Dear Landlord:

Following is a brief overview of the lead-based paint disclosure regulations which took effect in 1996. Please review and follow up to ensure compliance.

On March 6, 1996, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Environmental Protection Agency (EPA) jointly issued a final rule for the Residential Lead-Based Paint Hazard Reduction Act of 1992 ("Act") (42 U.S.C. §4852(d)), requiring disclosure of certain lead-based paint (the "Regulations"). The Regulations require sellers and lessors of most residential housing built before 1978, or any agent acting on their behalf to, (a) disclose information known to them about the presence of lead-based paint in that housing, (b) provide an EPA pamphlet on lead-based paint hazards and (c) attach the standard lead-based paint warning, disclosure and acknowledgment form to all leases and sales contracts. In addition, sellers will be required to grant purchasers a 10-day, "lead-based paint contingency period," during which prospective purchasers may elect to conduct an inspection or risk assessment for lead-based paint hazards.

As a manager/owner it is your job to ensure compliance. Compliance with the Act can be satisfied by completing the following steps:

- 1) Provide a new tenant, or renewing tenant, with the E.P.A. pamphlet "Protect Your Family From Lead in Your Home";
- 2) Provide the tenant with a Disclosure of Information on Lead-Based Paint and Lead-Based Hazards. You need to complete the lessor's disclosures boxes (a) and (b) based on the facts applicable to each of your units. Have the tenant initial and sign the disclosure statement as indicated on the form.

It is necessary for you to initial boxes (a) and (b) of the lessor's disclosure. It is also important that you have the lessee complete boxes (c) and (d) on the Disclosure. All the lessor and lessee need do is initial these boxes. It is important that you also initial the final box, Agent's Acknowledgment (e). Both the lessor and lessee must then sign the Disclosure of Information form. The Disclosure of Information should be attached to the lease agreement and must be kept by you for a period of three years.

It is also your duty as lessor to provide new tenants, or renewing tenants, with any available reports or records pertaining to lead-based paint or paint hazards. It is my understanding that we

have no such reports at this time. If you receive any lead-based paint reports, it is your duty to disseminate those reports and records to new tenants.

You must realize there is a certain amount of compliance that applies to tenants that renew their leases. A tenant renewing his or her lease, must receive the EPA pamphlet "Protect Your Family From Lead In Your Home". You must also give tenants renewing their leases any available reports regarding lead-based paint.

The Lead Paint Reduction Act is published as both HUD and EPA regulations at 24 C.F.R. part 35 and 40 C.F.R. part 745.

The Regulations took effect on September 6, 1996 for owners of one to four residential dwellings.

Copies of the final rule, a question-and-answer document, and the EPA disclosure pamphlet "Protect Your Family From Lead in Your Home" are available on the Internet at the National Safety Council's gopher at cais.com and on the Worldwide Web at <http://www.nsc.org/nsc/ehc/ehc.html>.

If you have any questions, or if I can be of any further assistance, please contact me at your convenience.

Very truly yours,

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*Enclosure*