

Confirm Resident Received Pamphlet Before Beginning Renovation

You can use the following form, based on one developed by the EPA, to confirm that a resident received the pamphlet “Renovate Right” before renovation work in his

unit begins, as required by the EPA. Keep this confirmation in your records for at least three years.

CONFIRMATION OF RECEIPT OF LEAD PAMPHLET

Resident’s Name: _____

Unit #: _____

I have received a copy of the lead 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.

RESIDENT’S SIGNATURE: _____ DATE: _____

SELF-CERTIFICATION OPTION: If the lead pamphlet was delivered, but the resident’s signature was not obtainable, you may check the appropriate box below.

Refusal to sign: I certify that I have made a good-faith effort to deliver the lead pamphlet to the rental dwelling unit listed above at the date and time indicated and that the occupant refused 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 pamphlet to the rental dwelling unit listed above 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.

Name of person certifying attempted delivery: _____

Date and time of lead pamphlet delivery: _____

Signature of person certifying lead pamphlet delivery: _____

MAILING OPTION:

The lead pamphlet was mailed to the resident at least seven days before renovation, as documented by the attached certificate of mailing from the Post Office.