



Dear Partnering Landlord;

Thank you for your interest and participation in CSB's Rental Assistance Program on behalf of the prospective tenant listed at the bottom of the page. This program is part of HUD's Continuum of Care tenant-based rental assistance (TRA) program. In this program:

- The tenant chooses the housing and the lease is between the landlord and the tenant
- The tenant pays rent to the landlord based on their income
- CSB pays the rest of the rent, up to 100%, to the landlord
- Case management is provided for the tenant for the benefit of all parties involved.

The process to place your unit in the program is detailed below.

Case Management, Tenant and Landlord will send to CSB:

- Tenancy Request
- Confirmation for Lead Based Paint Client Acknowledgement and Pamphlet given to client
- Copy of unsigned lease
- Copy of property management agreement (PMA) (if applicable)
- Landlord W-9
- Landlord EFT form (if choosing electronic payments)

CSB will:

- Review and approve unsigned lease
- Verify landlord matches with Franklin County Auditor's website
- Review PMA (if applicable)
- Ensure rent requested is within HUD area Fair Market Rent
- Ensure rent requested is Rent Reasonable for the area market
- Verify landlord tax ID with IRS TIN site
- Calculate client and CSB portions of rent
- Schedule HQS inspection on unit

CSB will send to Case Management, Tenant and Landlord:

- Copy of passed HQS inspection
- Approved and completed landlord Rental Assistance Contract detailing responsibilities for each party

Case Management, Tenant and Landlord will return signed:

- Lease
- Rental Assistance Contract

If you have any questions or wish to have more information about this process, please reach out to Lina Berling, iberling@csb.org.

Sincerely,
Housing Department
Community Shelter Board

Client: _____ CSP#: _____ Date: _____

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

CSB TENANCY REQUEST

Once the case manager and prospective tenant have identified a unit, fill out the form below and submit it with 1) an unsigned lease, 2) landlord W9 and/or EFT form, and 3) property management agreement (if applicable) to the CSB housing team at housing@csb.org.

OWNER

Address _____

Phone _____

Email _____

LANDLORD/PROPERTY MANAGER

(If different than above)

Address _____

Phone _____

Email _____

Mailing Address for Checks _____

UNIT

Full Address _____

Number of bedrooms/bathrooms _____

Style of unit (Apt/TH/Row/High Rise) _____

of people in household¹ _____

¹ Household composition must match CSP

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

Monthly Rent _____

Initial Rent² _____

Security Deposit _____

UTILITIES ³	Landlord Responsibility	Tenant Responsibility
Gas		
Heating		
Cooking		
Water Heating		
Electric		
Heating		
Cooking		
Water Heating		
Other Electric		
Water/Sewer		
Trash		

SIGNATURES

Landlord

Printed Name: _____

Signature and Date: _____

Case Manager

Printed Name: _____

Signature and Date: _____

Prospective Tenant

Printed Name: _____

Signature and Date: _____

² If prorated or different than monthly rent

³ Mark responsibilities with an x (do not insert utility allowances).

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

COMMUNITY SHELTER BOARD (CSB) LANDLORD RENTAL ASSISTANCE CONTRACT

(Prefill information based on CSB Tenancy Request.)

OWNER

Address

Phone

Email

LANDLORD/PROPERTY MANAGER

(If different than above)

Address

Phone

Email

Mailing Address for Checks

TENANT

Phone

Email

The following persons in addition to the Tenant (together, the “Household”) may reside in the unit. Other persons may not be added to the Household without prior written approval of the Landlord and CSB.

INITIAL TERM

The initial term begins on

The initial term ends on

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

CONTRACT UNIT

Full Address _____

Number of bedrooms _____

Monthly Rent¹ _____

Monthly CSB Payment _____

Monthly Tenant Payment _____

Initial Rent² _____

Security Deposit _____

UTILITIES ³	Landlord Responsibility	Tenant Responsibility
Gas		
Heating		
Cooking		
Water Heating		
Electric		
Heating		
Cooking		
Water Heating		
Other Electric		
Water/Sewer		
Trash		

SIGNATURES

Community Shelter Board

Printed Name: _____

Signature and Date: _____

Contact: _____

Landlord

Printed Name: _____

Signature and Date: _____

¹ The landlord cannot raise the rent during the initial term.

² If prorated or different than monthly rent

³ Mark responsibilities with an x (do not insert utility allowances).

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

PURPOSE

This is a contract between Community Shelter Board (CSB) and the Landlord. This contract is entered into to provide rental assistance for the specified Household under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program (the "Rental Assistance"). This program is subject to the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (the "HEARTH Act"), enacted on May 20, 2009 (2009 HEARTH Act, Pub. L. No. 111-22, 123 Stat. 1632 (2009)), which amends the McKinney-Vento Homeless Assistance Act, and replaces the McKinney-Vento Homeless Assistance Act's Supportive Housing Program (42 U.S.C. §§ 11381-11389). This program is also subject to the HUD CoC program regulations at 24 CFR Part 578.

This contract is limited to the Rental Assistance to be provided to the Household leasing the Contract Unit specified above. This contract does not create any business, partnership, or agent relationship between CSB and Landlord. During the contract term, CSB will make Rental Assistance payments, specified above, to the Landlord. The Household will reside in the Contract Unit during the contract term with assistance under the CoC Rental Assistance Program. The Landlord may not assign this contract to a new landlord without 30 days' prior written notice to CSB.

LEASE OF CONTRACT UNIT

The Landlord has leased the Contract Unit for occupancy by the Household with assistance under the CoC Rental Assistance Program. The Landlord has given CSB a copy of the lease. CSB has approved leasing of the unit in accordance with the requirements of the CoC Rental Assistance Program.

The Contract Unit may only be used for residence by the Household. The Tenant may not sublease, let, or transfer Contract Unit and the Contract Unit must be the Household's only residence.

The lease must specify what utilities are to be provided or paid by the Landlord or the Tenant, in accordance with the utility information listed above.

The Landlord certifies that 1) the Landlord and Tenant have entered into a lease that is the same as the lease that CSB approved and 2) the lease complies with State and local law.

CSB is not a party to the lease and has no liability or responsibility to the Landlord or other persons for the Household's behavior or conduct in tenancy. CSB does not assume any responsibility for injury to, or a liability to, any person injured as a result of the Landlord's action or failure to act in connection with management of the Contract Unit or the premises or in implementation of this contract, or as a result of any other action or failure to act by the Landlord.

MAINTENANCE, UTILITIES, AND OTHER SERVICES

The Landlord must maintain the Contract Unit and premises in accordance with HUD's Housing Quality Standards (HQS) and lead-based paint requirements. The Landlord must provide all utilities needed to comply with the HQS.

If the Landlord does not maintain the Contract Unit in accordance with the HQS or fails to provide all utilities needed to comply with the HQS and lead-based paint requirements, CSB may exercise any available remedies, including but not limited to recovery of overpayments, suspension of payments, abatement or other reduction of payments, and termination of payments. CSB may terminate this contract if CSB determines that the Contract Unit does not meet all HQS and lead-based paint requirements or determines that the Landlord has otherwise breached this contract. CSB may not exercise such remedies against the Landlord for a breach of the HQS requirements for which the Household is responsible and that is not caused by the Landlord.

CSB shall not make any payments if the Contract Unit does not meet the HQS or lead-based paint requirements, unless the Landlord cures the defect within the period specified by CSB and CSB verifies the Contract Unit meets the

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

HQS and lead-based paint requirements. If a defect is life-threatening, the Landlord must correct the defect within not more than 24 hours.

CSB may inspect the Contract Unit and premises at such times as CSB determines necessary, to ensure that the Contract Unit meets all HQS and lead-based paint requirements. CSB must notify the Landlord of any HQS and lead-based paint requirement defects shown by CSB's own HQS inspection.

TERM OF CONTRACT

The term of this contract begins on the first day of the initial term specified above and ends on the last day of the term of the lease (including the initial lease term and any extensions).

This contract terminates automatically:

- < If the lease is terminated by the Landlord or Tenant. The Landlord may only terminate tenancy in accordance with the lease and HUD requirements;
- < If CSB terminates program assistance for the Household, in accordance with HUD requirements;
- < If the Household moves from the Contract Unit;
- < If CSB moves the Household from the Contract Unit under the requirements of the Violence Against Women Act and/or because of domestic violence, dating violence, sexual assault, or stalking;
- < After a period of 180 calendar days in which CSB makes no Rental Assistance payment to Landlord under this contract;
- < If CSB determines, in accordance with HUD requirements, that available program funding is insufficient to support continued assistance for the Household;
- < Upon the death of the person in a one-person Household; or
- < Upon a change in Household composition that requires a different unit size.

RENT REASONABLENESS

The rent may at no time exceed the reasonable rent for the contract units as most recently determined by CSB in accordance with HUD requirements (the "Reasonable Rent"). CSB may redetermine the Reasonable Rent at any time. During the contract term, the rent may not exceed rent charged by the Landlord for comparable unassisted units on the premises. The Landlord must give CSB any information requested by CSB related to rents charged by the Landlord for other units on the premises or elsewhere. The rent and utilities combined cannot exceed the Fair Market Rents for the Columbus, Ohio Metro Area, as determined annually by HUD.

CSB PAYMENT TO LANDLORD

During the term of this contract, CSB shall make monthly payments to the Landlord on behalf of the Tenant by the first business day of each month. If payments are not paid promptly to the Landlord, CSB shall pay the Landlord penalties if 1) the penalties are in accordance with generally accepted practices and law, as applicable in the local housing market, governing penalties for late payment of rent by a tenant and 2) it is the Landlord's practice to charge such penalties for assisted and unassisted tenants.

The amount of CSB's payment to the Landlord is subject to change during the contract term in accordance with HUD requirements. CSB shall notify the Tenant and Landlord in writing of any changes in the amount of the monthly Rental Assistance payment as soon as commercially reasonable.

Except for the monthly Rental Assistance payment, the Landlord may not receive any other payments or consideration from the Tenant, CSB, HUD, or any other public or private source for rent of the Contract Unit during the contract term.

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

The Landlord (including a principal or other interested party) cannot be a family member of the Household unless CSB has agreed in writing that the lease, notwithstanding such relationship, would provide reasonable accommodation for a Household member who is a person with disabilities.

PROHIBITION OF DISCRIMINATION

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the Landlord must not discriminate against any person on account of race, color, religion, sex, national origin, age, familial status, or disability in connection with this contract.

The Landlord must cooperate with CSB and HUD in conducting equal opportunity compliance reviews and complaint investigations in connection with this contract.

The Landlord must comply with the Violence Against Women Act, as amended, and HUD's implementing regulation at 24 CFR Part 5, Subpart L, and all applicable program regulations.

LANDLORD'S BREACH OF CONTRACT

Any of the following actions by the Landlord is a breach of this contract.

- < If the Landlord has violated any obligation under this contract, including the obligation to maintain the Contract Unit and premises in accordance with the HQS and lead-based paint requirements;
- < If the Landlord has committed fraud, bribery, or any other corrupt or criminal act in connection with any Local, State, or Federal housing assistance program or is or becomes, for any other reason, ineligible to participate in any Local, State, or Federal housing assistance programs in any way;
- < If the Landlord has engaged in any drug-related or violent criminal activity

If CSB determines that a breach has occurred, CSB may exercise any of its rights and remedies under this contract or any other available rights and remedies for such breach. CSB shall notify the Landlord of such determination, including a brief statement of the reasons for the determination. This notice may require the Landlord to take corrective action, as verified or determined by CSB, by a deadline prescribed in the notice. A failure or delay in CSB's enforcing an obligation or exercising a right or remedy does not amount to a waiver of that obligation, right, or remedy. CSB's waiver of a particular obligation in one circumstance shall not prevent CSB from subsequently requiring Landlord's compliance with the obligation on other occasions.

CSB's rights and remedies for Landlord's breach includes recovery of overpayments, suspension of payments, abatement or other reduction of payments, termination of payments, and termination of this contract. CSB may seek and obtain any other additional relief available, including but not limited to specific performance, other injunctive relief, or money damages.

CSB may exercise any rights and remedies for Landlord's breach notwithstanding the fact that the Household continues to occupy the Contract Unit.

ACCESS TO PREMISES AND RECORDS

The Landlord must provide any information pertinent to this contract that CSB or HUD may reasonably require. CSB, HUD, and the Comptroller General of the United States shall have full and free access to the Contract Unit and the premises, and to all accounts and other records of the Landlord related to this contract, including the right to examine, audit, and make copies of Landlord's records. The Landlord must grant such access to computerized or other electronic records, and to any computers, equipment, or facilities containing such records, and must provide any information or assistance needed to access the records.

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

CONFLICT OF INTEREST

A “covered individual” means a person or entity who is a member of any of the following classes:

- ⟨ Any present or former member or officer of CSB;
- ⟨ Any employee, contractor, sub-contractor, or agent of CSB who formulates policy or who influences decisions with respect to the program;
- ⟨ Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the program; or
- ⟨ Any member of the Congress of the United States.

A covered individual may not have any direct or indirect interest in this contract or in any benefits or payments under this contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter. “Immediate family member” means the spouse, parent (including stepparent), child (including stepchild), grandparent, grandchild, sibling (including stepsibling) of any covered individual).

The Landlord certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of this contract, or at any time during the contract term. If a prohibited interest occurs, the Landlord shall promptly and fully disclose such interest to CSB and HUD. The conflict of interest prohibition under this section may be waived by the HUD Field Office for good cause.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Vendor EFT Payment Form

As a payment option, Community Shelter Board offers Partner Agencies the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking account of your choice. To receive payments electronically, please complete this form, **attach a voided check or letter from your bank verifying the account information**, and return to Community Shelter Board, 355 E Campus View Blvd, Suite 250, Columbus, OH 43235 attn.: Michelle Trudeau.

Payee Information			
Payee Name:		SSN or Federal ID #:	
Payee's Address:			

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

Payee Contact Information	
Name:	
Phone:	
Email:	

Any changes will require a newly completed form.

How to revoke your Authorization:

This authorization will remain in effect until I have canceled it in writing with Community Shelter Board. I understand that Community Shelter Board requires at least seven (7) business days prior notice in order to cancel authorization.

Name: _____ Title: _____
Please print

Authorized Signature

Date

CSB Finance Department Use Only:	
Added to MIP:	Added to HNB:

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



Protect Your Family From Lead in Your Home



Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772

[cpsc.gov](https://www.cpsc.gov) or [saferproducts.gov](https://www.saferproducts.gov)

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698

[hud.gov/lead](https://www.hud.gov/lead)

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
January 2020

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

Other Sources of Lead, continued

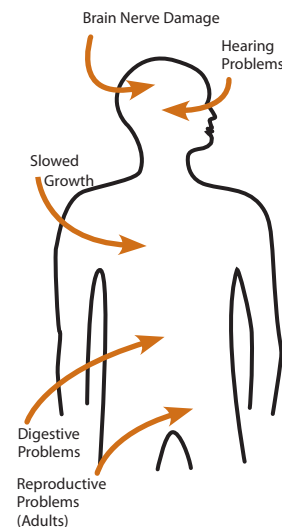
- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](https://www.epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](https://www.epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm²), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](https://www.epa.gov/lead), or call 1-800-424-LEAD.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.