

## Sample Forms (continued)

**Renovation Notice** — *For use in notifying tenants of renovations in common areas of multi-family housing.*

The following renovation activities will take place in the following locations:

Activity (e.g., sanding, window replacement) \_\_\_\_\_

Location (e.g., lobby, recreation center) \_\_\_\_\_

The expected starting date is \_\_\_\_\_ and the expected ending date is \_\_\_\_\_.  
Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, *Renovate Right*, by telephoning me at \_\_\_\_\_. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

\_\_\_\_\_ Date

\_\_\_\_\_ Printed name of renovator

\_\_\_\_\_ Signature of renovator

### **Record of Tenant Notification Procedures** — *Future Sample Renovation Recordkeeping Checklist*

Project Address \_\_\_\_\_

Street (apt. #) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ Owner of multi-family housing

\_\_\_\_\_ Number of dwelling units

\_\_\_\_\_ Method of delivering notice forms (e.g. delivery to units, delivery to mailboxes of units)

\_\_\_\_\_ Name of person delivering notices

\_\_\_\_\_ Signature of person delivering notices

\_\_\_\_\_ Date of Delivery