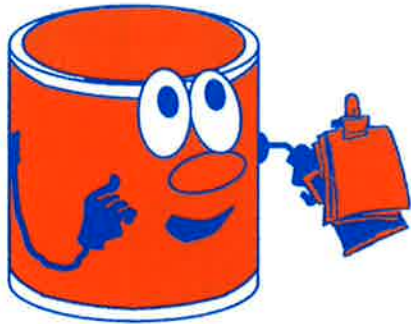


## How Do I Give the Notification?



### **In Owner-Occupied housing, you must:**

- Give the pamphlet, *Lead Poisoning: How to Protect Iowa Families*, to the owner and get a signed, dated form.
- If you cannot get the form signed, mail the pamphlet to the owner seven days before you start the work. You must get a certification of the mailing.

### **In Rental Units, you must:**

- Give the pamphlet, *Lead Poisoning: How to Protect Iowa Families*, to the owner and adult occupant of each unit, and get a signed, dated form.
- Leave the pamphlet at the unit and describe the delivery attempt in writing.

### **In Common Areas of Rental Housing, you must:**

- Give the pamphlet to the owner and get a signed, dated form.
- Tell the tenants in writing and make the pamphlet available.

## What about Emergency Work?

If you do emergency work, you must give information and the pamphlet. You do not need to do this before the work starts.

## What if the Plans Change After the Notification?

You need to give a new notice if the following changes:

- Scope or location of the work.
- Expected starting and ending dates.

## Do I Need to Keep Records?

You must keep records for at least three years after you do the work. This may include:

- Address and location where you did the work.
- Copies of all signed, dated forms.
- Certifications of attempted delivery or mailing.
- Report from certified inspector for areas free of lead-based paint.



## **Forms to Use\*\***

### Single Family Property

- Form 1 (Work in a Dwelling Unit)

### Single Unit in Multi-Family Housing

- Form 1 (Work in a Dwelling Unit)

### Common Areas of Multi-Family Housing

- Form 2 (Notice to Owner)
- Form 3 (Notice to Residents)
- Form 4 (Record of Tenant Notification)

### Emergency Repairs

- Form 5 (Dwelling Unit)
- Form 6 (Owner – Common Area)
- Form 7 (Resident – Common Area)
- Form 8 (Tenant Notification – Common Area)

**\*\*Call the Iowa Department of Public Health at 800-972-2026 to get a packet of these forms.**