



TUDOR REALTY SERVICES CORP.

PROTECTING YOUR PRIVACY

**DO NOT SUBMIT RESALE/SUBLET/REFINANCE
APPLICATIONS WITHOUT FIRST READING THIS PAGE
CAREFULLY**

**IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY
NUMBER AND BANK ACCOUNT NUMBERS**

THE ORIGINAL PACKAGE MUST STILL CONTAIN THESE NUMBERS.

- **Application**
- **Financials**
- **Tax returns**
- **Bank statements**
- **Brokerage statements**

**APPLICATIONS SUBMITTED WITHOUT FOLLOWING THE ABOVE
INSTRUCTIONS WILL BE RETURNED. THIS WILL DELAY THE
APPLICATION PROCESS.**

Should you have any questions, please contact the Management Office.

www.TudorRealty.com • www.TudorConnect.com

Property Management Services

Tel (212) 557-3600 • Fax (212) 557-9329

e-mail: webmail@TudorRealty.com

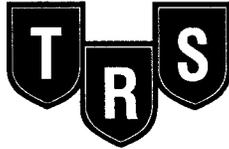
Brokerage Services

Tel (212) 557-3610 • Fax (212) 557-0270

e-mail: brokers@TudorRealty.com

250 Park Avenue South, New York, NY 10003-1402

Licensed Real Estate Broker



TUDOR REALTY SERVICES CORP.

**REQUIREMENTS TO SUBLEASE AN APARTMENT AT
304-324 OWNERS CORP.
304-324 EAST 41ST STREET
NEW YORK, NEW YORK 10017**

PLEASE SUBMIT ONE (1) ORIGINAL SET OF:

1. Acknowledgement pertaining to bank's consent to sublease apartment, (enclosed) if applicable.
2. A completed sublease application (enclosed)
3. Executed house rules acknowledgement. A copy of the house rules are enclosed for informational purposes
4. Financial statement (enclosed)
5. Window guard form
6. Fully executed sublease agreement (must use Blumberg Form P-193)
7. An **original** letter from employer stating position held, length of time employed, and salary.
8. Pet Rider (enclosed).
9. Applicant's Release Form (enclosed)
10. Lead-based Paint/hazards Disclosure Statement [two originals]
11. Lead Based Paint Disclosure Forms (enclosed): The disclosure documents must be completed in their entirety and submitted for review with the Board Package. The Board package will not be sent to the Board of Directors for review unless the Lead Base Paint Disclosure documents are included. No Exceptions will be made. Enclosed is a summary of the Lead Based Paint Disclosure Information.

Please note: Pets are not permitted.

FEES FOR SHAREHOLDER:

**ALL CHECKS MUST BE ISSUED SEPARATELY AND MUST BE CERTIFIED,
ATTORNEY'S ESCROW, BANK CHECKS OR MONEY ORDERS.**

1. Sublease Fee to Corporation: Ten percent (10%) surcharge of the monthly maintenance will be added to the monthly maintenance bill of the shareholder of the subleased apartment. The surcharge will be imposed for the term of the sublease.

www.TudorRealty.com • www.TudorConnect.com

3H's Sub **Property Management Services**
Tel (212) 557-3600 • Fax (212) 557-9329
e-mail: webmail@TudorRealty.com

Brokerage Services
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Page Two
Sublease Requirements
304-324 East 41st Street

FEES FOR SUBTENANT:

ALL CHECKS MUST BE ISSUED SEPARATELY AND MUST BE CERTIFIED, ATTORNEY'S ESCROW, BANK CHECKS OR MONEY ORDERS.

1. Check payable to Tudor Realty Services Corp. in the amount of \$300.00 representing the \$250.00 non-refundable processing fee and an additional \$50.00 for the credit report.
2. Move in/Move out Fee as follows:

Studios:	\$500.00
One Bedroom:	\$1,000.00

Check payable to 304-324 East 41st Street (non-refundable- must be submitted with Board Package).

If you have any questions regarding your application please contact Myra Nass at 212-813-3057 or by email at MyraN@TudorRealty.Com.

Please submit the completed package with appropriate copies to the following address:

Attn: Myra Nass
250 Park Avenue South, 4th Floor
New York, NY 10003

Date: _____

Board of Directors
304-324 Owners Corp.
304-324 East 41st Street
New York, New York 10017

Re: 304-324 East 41st Street - Apartment No.: _____

Dear Sirs and Madams:

The undersigned hereby represents that he/she/they have notified his/her/their lender of the proposed sublet and has received the appropriate approval as outlined in paragraph 2 section (a) of the recognition agreement. The undersigned indemnifies and holds harmless 304-324 Owners Corp. and Tudor Realty Services Corp. as agent and its successors and/or assigns for its failure to have given such notification and or to have obtained such consent.

Print

Signature

Print

Signature

SUBLET APPLICATION

Address of Sublet:

Apartment Number:

Monthly Sublease Rent:

Subtenant's Name:

Social Security #:

Date of Birth:

Home Phone:

Drivers License #:

Present Address:

Monthly Rent:

Utilities
Included: (Y) or (N)

Landlord's Name:

Years at Address:

Landlord's Address:

Landlord's Phone:

Previous Residency Information

Address:

Monthly Rent:

Utilities
Included: (Y) or (N)

Landlord's Name:

Years at Address:

Landlord's Address:

Landlord's Phone:

Has a Landlord ever sued you for non-payment of rent or repossession? (Y) or (N)

Banking Institution:

Address:

Tel. Number:

Savings Account #:

Checking Account #:

<i>Subtenant's Employment History</i>		
Present Employer:	Position:	Annual Salary:
Address:		Dates of Employment: From: ___/___/___ To: ___/___/___
Supervisor's Name:		Telephone No.:
<i>Previous Employment Information (if not at present position for at least one year)</i>		
Employer:	Position:	Annual Salary:
Address:		Dates of Employment: From: ___/___/___ To: ___/___/___
Supervisor's Name:		Telephone No.:
OTHER INCOME: \$	Source(s): (Alimony, Assets, Interest, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)	
Schools and Colleges attended by applicant:		
Names of Residents in Building known by Applicant:		
Are pets to be maintained in the apartment? YES / NO If yes, number and type:		
PROPOSED OCCUPANTS		
Name	Date of Birth	Relationship to Applicant Income(if applicable)

Are you now in the service or a dependent of a anyone in the service? (Y) or (N)

I understand that this Sublet Application is made subject to the approval of the Board of Directors and/or their Managing Agent and application may be disapproved by same without designating cause. I hereby authorize **TUDOR REALTY SERVICES CORP.** to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I understand that I have the right, under Section 806B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation. I hereby certify that all information provided herein is true and correct.

(Signature of Applicant)

(Date)

Name _____

Address _____

the following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____.

FILL IN ALL THE BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE THE INFORMATION.

ASSETS			LIABILITIES		
CASH IN BANKS			NOTES PAYABLE TO BANKS		
SAVINGS & LOAN SHARES			NOTES PAYABLE TO RELATIVES		
EARNEST MONEY DEPOSITED			NOTES PAYABLE TO OTHERS		
BONDS & STOCKS (See Schedule)			INSTALLMENTS ACCOUNTS PAYABLE Automobile		
INVESTMENT IN OWN BUSINESS			INSTALLMENT ACCOUNTS PAYABLE Other		
ACCOUNTS AND NOTES RECEIVABLE			OTHER ACCOUNTS PAYABLE		
REAL ESTATE OWNED (See Schedule)			MORTGAGES PAYABLE ON REAL ESTATE (See Schedule)		
AUTOMOBILES: Make Year			UNPAID REAL ESTATE TAXES		
PERSONAL PROPERTY & FURNITURE			UNPAID INCOME TAXES		
LIFE INSURANCE (Cash Surrender Value)			CHattel MORTGAGES		
OTHER ASSETS (Itemize)			LOANS ON LIFE INSURANCE POLICIES (Include Premium Advances)		
			OTHER DEBTS (Itemize)		
			TOTAL LIABILITIES		
			NET WORTH		
TOTAL ASSETS			TOTAL LIABILITIES & NET WORTH		
SOURCE OF INCOME			PERSONAL INFORMATION		
BASE SALARY	\$		OCCUPATION OR TYPE OF BUSINESS		
OVERTIME WAGES	\$		EMPLOYER		
DIVIDENDS & INTEREST INCOME	\$		POSITION HELD	NUMBER OF YEARS	
REAL ESTATE INCOME (Net)	\$		PARTNER OR OFFICER IN ANY OTHER VENTURE OR OTHER EMPLOYMENT		
APPLICANT INCOME	\$		CHILDREN (Ages)		
OTHER INCOME (Itemize)	\$		OTHER DEPENDENTS		
TOTAL	\$				
CONTINGENT LIABILITIES			GENERAL INFORMATION		
AS ENDORSER OR CO-MAKER ON NOTES	\$		PERSONAL BANK ACCOUNTS CARRIED AT:		
ALIMONY PAYMENTS (Annual)	\$		SAVINGS & LOAN ACCOUNT AT		
ARE YOU A DEFENDANT IN ANY LEGAL ACTION?			PURPOSE OF LOAN		
ARE THERE ANY UNSATISFIED JUDGEMENTS?					
HAVE YOU EVER FILED FOR BANKRUPTCY? EXPLAIN:					

SIGNATURE



TUDOR REALTY SERVICES CORP.

TENANT SCREENING REPORT DISCLOSURE STATEMENT

By signing below, I confirm that I have been made aware of and understand all of the following information related to my application, and the consumer reports, tenant screening reports, investigative reports, criminal background search, OFAC watch list search, sex offender registry searches, employment, banking and tenancy verifications and any other searches that maybe conducted in connection with my application.

1. The information provided by me on my application will be used to obtain a tenant screening report, also known as a consumer report, and other such searches as listed above.
2. The tenant screening report will be obtained from one or more of the following sources:
 - A. Experian P.O. Box 9554, Allen, Texas 75013
www.experian.com
888-397-3742
 - B. Equifax P.O. Box 740256, Atlanta, GA 30374
www.equifax.com
877-576-5734
 - C. Trans Union P.O. Box 6790, Fullerton, CA 92834
www.transunion.com
800-680-7289
 - D. First Advantage Saferent/Core Logic Safe Rent
7300 Westmore Rd, Suite 3, Rockville, MD 20850-5223
888-333-2413
 - E. Fidelity Information Corporation, P.O. Box 49938,
Los Angeles, CA 90049-0978
800-501-8085

I also understand that I have the right to inspect and receive one free copy of the report by contacting the Consumer Reporting Agency that was used to finish the report. I further understand that I may obtain a free report from each of the 3 national consumer reporting agencies (Experian, Equifax, and Trans Union) once annually either directly from them, or through www.annualcreditreport.com and that I have the right to dispute any inaccurate information with them.

Signature

Date

Print Name

Signature

Date

Print Name

www.TudorRealty.com • www.TudorConnect.com

Property Management Services

Tel (212) 557-3600 • Fax (212) 557-9329

Credit Report Disclosure Form webmail@TudorRealty.com

Brokerage Services

Tel (212) 557-3610 • Fax (212) 557-0270

e-mail: brokers@TudorRealty.com

250 Park Avenue South, New York, NY 10003-1402

Licensed Real Estate Broker



In order for you to comply with the provisions of Section 606 of the Fair Credit Reporting Act, I authorize you to retain a Credit Reporting Agency, which Agency may obtain and furnish information on my character, general reputation, personal characteristics, and mode of living.

I understand that upon request I am entitled to a disclosure of the nature and scope of the investigation to be requested by your said Credit Reporting Agency.

Signed: _____

Print Name: _____

Address: _____

Social Security No.: _____

Date of Birth: _____

**304-324 Owners Corp.
304-324 East 41st Street
New York, NY 10017**

HOUSE RULES

(1) The public halls and stairways of the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Apartments in the Building.

(2) No client of any professional who has offices in the Building shall be permitted to wait in the lobby.

(3) Children shall not play in the public halls, courts, stairways or elevators, and shall not be permitted on the roof unless accompanied by a responsible adult.

(4) No public hall of the Building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Lessor.

(5) No Lessee shall make or permit any disturbing noises in the Building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a stereo, radio or television in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m., if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any Apartment except Monday through Friday (not including legal holidays), and only between the hours of 8:30 a.m. and 5:00 p.m.

(6) No article of clothing shall be placed in the halls or on the staircase landing or stairways, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the exterior window sills of the Building.

(7) No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the Building without similar approval.

(8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except such as shall be approved in writing by the Lessor or its managing agent.

(9) No bicycles, or similar vehicles shall be allowed in a passenger elevator except a baby carriage or stroller. The above mentioned vehicles including baby carriages and strollers shall not be allowed to stand in the public passageways, public areas or stairways of the Building.

(10) Messengers and contractors shall use such means of ingress and egress as shall be designated by the Lessor or its managing agent.

(11) Large deliveries of every kind are to be brought through the service entrance of the Building and through the service elevator to the Apartments when such elevator is in operation unless the superintendent or managing agent authorizes otherwise.

(12) Trunks and heavy baggage shall be taken in or out of the Building through the service entrance unless the superintendent or managing agent authorizes otherwise.

(13) Garbage and refuse from the Apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the Building may direct. Separate memoranda will be issued by the managing agent as necessary.

(14) No Lessee shall send any employee of the Lessor out of the Building on any private business of a Lessee.

(15) Ordinary household pets may be kept or harbored in the Building. In no event shall dogs be permitted in elevators or in any of the public portions of the Building unless led on a leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalk or street adjacent to the Building. Sub-lessees are not permitted to have dogs.

(16) No radio or television aerial or dish shall be attached to or hung from the exterior of the Building without the prior written approval of the Lessor or its managing agent.

(17) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or its managing agent.

(18) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

(19) Unless expressly authorized by the Lessor, the floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyer.

(20) No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sales be held in any Apartment without the consent of the Lessor or its managing agent.

(21) The Lessee shall keep the windows of the Apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or its managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the Apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(22) The passenger and service elevators, unless of the automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests or employees.

(23) Complaints regarding the service of the Building shall be made in writing to the managing agent of the Lessor.

(24) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(25) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. It shall be the responsibility of the Lessee to maintain the containers in good condition.

(26) The agents of the Lessor, and any contractor or maintenance person authorized by the Lessor, may enter any Apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests. This paragraph in no way limits the Lessor's legal right to enter an apartment.

(27) The Lessor may commence eviction proceedings and/or charge monetary fines and/or use any other lawful remedy for violation of these rules.

(28) These House Rules may be added to, amended or repealed at any time by the Lessor.

HOUSE RULES ACKNOWLEDGEMENT

APT. _____

STREET ADDRESS _____

THIS IS TO ACKNOWLEDGE THAT I/WE HAVE RECEIVED AND READ A COPY OF THE HOUSE RULES FOR 304-324 OWNERS CORP. AND AGREE TO ABIDE BY THEM.

Signature

Signature

DATE: _____

Shareholders Emergency Notification Registration

The information that is being requested from you on this form is extremely important. We will use this information to contact you in case of an emergency or if management needs access to your apartment to conduct immediate repairs (e.g., a leaky pipe in your apartment that is causing damage to the building). It is imperative that you fill out and return this form to our office immediately. Alternatively, you may leave it in an envelope with the doorman and our office will pick it up.

Thank you for your cooperation.
Tudor Realty Services Corp.

Date: _____

Owner/Tenant 1: _____

Check one:

- Resident Shareholder
- Non-resident Shareholder
- Tenant (non-shareholder)

Apartment # _____

Home Tel. # _____

Employer: _____

Business Tel. # _____

Cell Phone # _____

Email address: _____

If applicable:

Second Home Address:

Second Home Tel # _____

In Case of Emergency, Please Contact:

Name: _____

Relationship: _____

Home Tel. # _____

Business Tel. # _____

Cell Phone # _____

Email Address: _____

Second Home # _____

Signature: _____

Owner/Tenant 2: _____

Check one:

- Resident Shareholder
- Non-resident Shareholder
- Tenant (non-shareholder)

Apartment # _____

Home Tel. # _____

Employer: _____

Business Tel. # _____

Cell Phone # _____

Email address: _____

If applicable:

Second Home Address:

Second Home Tel # _____

In Case of Emergency, Please Contact:

Name: _____

Relationship: _____

Home Tel. # _____

Business Tel. # _____

Cell Phone # _____

Email Address: _____

Second Home # _____

Signature: _____

NO PET RIDER

**TO THE BOARD OF DIRECTORS OF
304-324 OWNERS CORP.**

**RE: APARTMENT # _____
304-324 EAST 41ST STREET
NEW YORK, NY 10017**

**IF APPROVED AS A RESIDENT OF THE ABOVE REFRENCED
APARTMENT, I (WE) AGREE THAT DURING MY (OUR) OCCUPANCY I
(WE) WILL NOT HARBOR ANY DOGS, OR ANY OTHER TYPE OF PET OR
ANIMAL IN THE APARTMENT UNLESS APPROVED BY THE BUILDING.**

PRINT NAME OF APPLICANT

SIGNATURE OF APPPLICANT

DATE

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE



Notice to Tenant or Occupant

You are required by law to have window guards installed in all windows* if a child 10 years of age or younger lives in your apartment.

THE CITY OF NEW YORK
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE

Michael R. Bloomberg
Mayor

Thomas R. Frieden, M.D., M.P.H.
Commissioner

Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in your apartment,

OR

if you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

CHECK WHICHEVER APPLY:

CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT

WINDOW GUARDS ARE
INSTALLED IN ALL WINDOWS*

NO CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT

WINDOW GUARDS ARE NOT
INSTALLED IN ALL WINDOWS*

I WANT WINDOW GUARDS EVEN THOUGH
I HAVE NO CHILDREN 10 YEARS OF AGE
OR YOUNGER

WINDOW GUARDS NEED
MAINTENANCE OR REPAIR

WINDOW GUARDS DO NOT
NEED MAINTENANCE OR REPAIR

Tenant's Name: _____

(Print)

(Address/Apt. No.)

Tenant's Name: _____

(Signature)

Date _____

RETURN THIS FORM TO:

TUDOR REALTY SERVICES CORP.

Owner/Manager's Name

250 PARK AVENUE SOUTH, 4TH FLOOR NEW YORK, NY 10003-1402

Owner/Manager's Address

For Further Information Call:
Window Falls Prevention (212) 676-2162

*Except windows giving access to fire escapes or a window on the first floor that is a required means of egress from the dwelling unit.



TUDOR REALTY SERVICES CORP.

Applicants' Release

Re: Building Address: _____

Apartment #: _____

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase/sublease the apartment may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is not approved, no reason for the disapproval needs to be given. Whether the application is approved or not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicant(s).

The applicant releases both the cooperative corporation and the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicant shall be liable for all costs and expenses (including attorney's fees) incurred by the cooperative corporation and/or managing agent.

Applicant

Applicant

Date: _____

www.TudorRealty.com • www.TudorConnect.com

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250 Park Avenue South, New York, NY 10003-1402

Licensed Real Estate Broker

APPENDIX B
ANNUAL NOTICE FOR PREVENTION OF LEAD-BASED PAINT HAZARDS-INQUIRY
REGARDING CHILD

You are required by law to inform the owner if a child under seven years of age resides or will reside in your dwelling unit (apartment). If such a child resides or will reside in the unit, the owner of the building is required to perform an annual visual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.** If you do not respond to this notice, the owner is required to attempt to inspect your apartment to determine if a child under seven years of age resides there.

If a child under seven years of age does not reside in the unit now, but does come to reside in it at any time during the year, you must inform the owner in writing immediately. If a child under seven years of age lives in the unit you should also inform the owner immediately if you notice any peeling paint or deteriorated surfaces in the unit during the year. You may request that the owner provide you with a copy of any records required to be kept as a result of a visual inspection of your unit.

Please complete this form and return one copy to the owner or his or her agent or representative by February 15th. Keep one copy of this form for your records.

- CHECK ONE:**
- A child under seven years of age resides in the unit
 - A child under seven years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

RETURN THIS FORM TO: _____

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

APENDICE B
AVISO ANUAL PARA MEDIDAS DE PRECAUCION CON LOS PELIGROS DE PLOMO
EN LA PINTURA-ENCUESTA RESPECTO AL NIÑO

Usted esta requerido por ley informarle al dueño si un niño menor de siete años de edad esta viviendo o vivirá con usted en su unidad de vivienda (apartamento). Si tal niño vive en la unidad, el dueño del edificio esta requerido hacer una inspección visual añualmente de la unidad para determinar la presencia peligrosa de plomo en la pintura. **POR ESO ES IMPORTANTE QUE USTED LE DEVUELVA ESTE AVISO AL DUEÑO O AGENTE AUTORIZADO DEL EDIFICIO PARA PROTEGER LA SALUD DE SU NIÑO.** Si usted no informa al dueño, el dueño esta requerido inspeccionar su apartamento para descubrir si un niño menor de siete años de edad esta viviendo en el apartamento.

Si un niño menor de siete años de edad no vive en la unidad ahora, pero viene a vivir en cualquier tiempo durante el año, usted debe de informarle al dueño por escrito inmediatamente. Usted tambien debe de informarle al dueño por escrito si el niño menor de siete años de edad vive en la unidad y si usted observa que durante el año la pintura se deteriora o esta por pelarse sobre la superficie de la unidad, usted tiene que informarle al dueño inmediatamente. Usted puede solicitar que el dueño le de una copia de los archivos de la inspección visual hecha en su unidad.

Por favor de llenar este formulario y devolver una copia al dueño del edificio o al agente o representante antes de Febrero 15. Mantenga una copia de este formulario para su informacion.

- MARQUE UNO:** Vive un niño menor de siete años de edad en la unidad.
 No vive un niño menor de siete años de edad en la unidad.

_____ (Firma del inquilino)

Nombre del inquilino, Dirección, Apartamento: _____

DEVUELVA ESTE FORMULARIO A: _____

INQUILINO: MANTENGA UNA COPIA PARA SU INFORMACION
COPIA DEL DUEÑO/COPIA DEL INQUILINO

Rentals and Leases

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 property. Lead exposure is especially harmful to young children and pregnant women. Before renting **pre-renting 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 (LESSOR MUST INITIAL (i) or (ii) IN SECTION (a) and (b)).

(a) Presence of Lead-based paint and/or lead-based paint hazards (INITIAL (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 hazards in the housing.**

LESSEE'S ACKNOWLEDGMENT (INITIAL)

_____ **(C) Lessee has received copies of all information listed above and lessee has received the pamphlet "Protect Your Family from Lead in Your Home".**

AGENT'S ACKNOWLEDGMENT (INITIAL)

_____ **(D) 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 **Lessor** **Date**

Lessee **Lessee** **Date**

Agent **Agent** **Date**

Rentals and Leases

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-renting 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 (LESSOR MUST INITIAL (i) or (ii) IN SECTION (a) and (b)).

(a) Presence of Lead-based paint and/or lead-based paint hazards (INITIAL (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 hazards in the housing.

LESSEE'S ACKNOWLEDGMENT (INITIAL)

_____ (C) Lessee has received copies of all information listed above and lessee has received the pamphlet "Protect Your Family from Lead in Your Home".

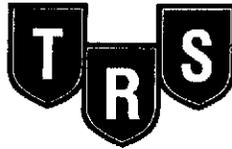
AGENT'S ACKNOWLEDGMENT (INITIAL)

_____ (D) 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	_____ Lessor	_____ Date
_____ Lessee	_____ Lessee	_____ Date
_____ Agent	_____ Agent	_____ Date



TUDOR REALTY SERVICES CORP.

Join Our Email Lists

Please provide us with your email address so that we may enter it into our records, and use it to contact you when appropriate for matters concerning your apartment and building:

Print your email address:

_____@_____

Signature: _____ Apartment: _____

Print Name: _____

Building: _____

If you check this box, we will also include your email in any email group which is created for your building.

If you check this box, you will also join our mailing list to receive occasional newsletters from us.

We use appropriate security measures to protect against the loss, misuse and alteration of data used by our system. We will never share, sell, or rent individual personal information with anyone for their promotional use without your advance permission or unless ordered by a court of law. We respect your time and attention by controlling the frequency of our mailings. If at any time you wish to cease receiving emails from us, or to change your expressed interests, simply send your request to webmail@tudorrealty.com.

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www.TudorRealty.com • www.TudorConnect.com

Property Management Services

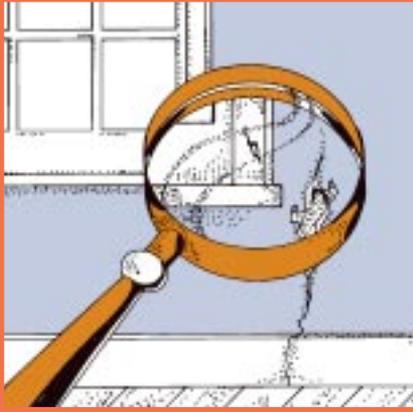
Tel (212) 557-3600 • Fax (212) 557-9329
e-mail: webmail@TudorRealty.com

Brokerage Services

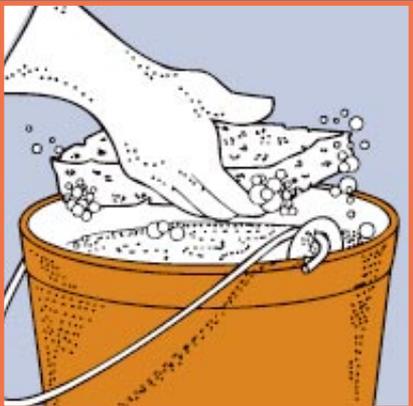
Tel (212) 557-3610 • Fax (212) 557-0270
e-mail: brokers@TudorRealty.com

250 Park Avenue South, New York, NY 10003-1402

Licensed Real Estate Broker



Protect Your Family From Lead in Your Home



United States
Environmental Protection
Agency



United States Consumer
Product Safety Commission

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

By 1996, federal law will require that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS will have to disclose known information on lead-based paint hazards before leases take effect. Leases will include a federal form about lead-based paint.



SELLERS will have to disclose known information on lead-based paint hazards before selling a house. Sales contracts will include a federal form about lead-based paint in the building. Buyers will have up to 10 days to check for lead hazards.



RENOVATORS will have to give you this pamphlet before starting work.



IF YOU WANT MORE INFORMATION on these requirements, call the National Lead Information Clearinghouse at **1-800-424-LEAD**.

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IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children that seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips with lead in them.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

1 out of every 11 children in the United States has dangerous levels of lead in the bloodstream.

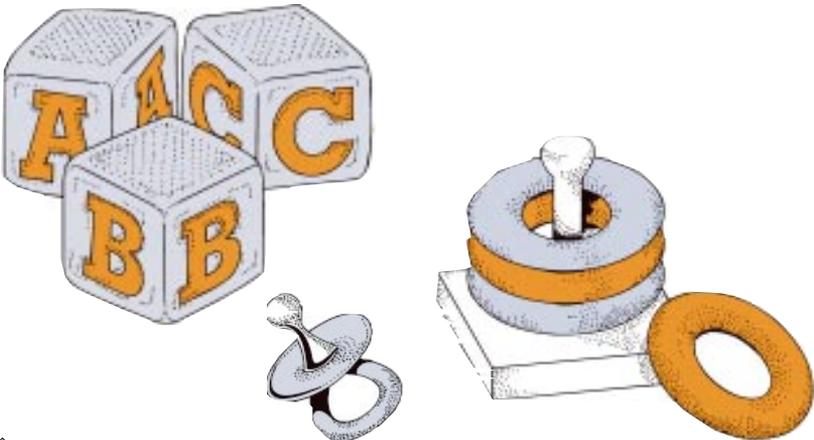
Even children who appear healthy can have dangerous levels of lead.

People can get lead in their body if they:

- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).

Lead is even more dangerous to children than adults because:

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



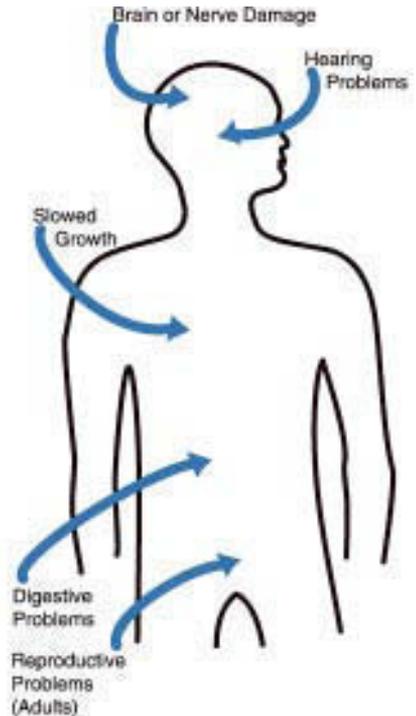
Lead's Effects

If not detected early, children with high levels of lead in their bodies can suffer from:

- ◆ Damage to the brain and nervous system
- ◆ Behavior and learning problems (such as hyperactivity)
- ◆ Slowed growth
- ◆ Hearing problems
- ◆ Headaches

**Lead is also harmful to adults.
Adults can suffer from:**

- ◆ Difficulties during pregnancy
- ◆ Other reproductive problems (in both men and women)
- ◆ High blood pressure
- ◆ Digestive problems
- ◆ Nerve disorders
- ◆ Memory and concentration problems
- ◆ Muscle and joint pain



Lead affects the body in many ways.

Checking Your Family for Lead

Get your children tested if you think your home has high levels of lead.

A simple blood test can detect high levels of lead. Blood tests are important for:

- ◆ Children who are 6 months to 1 year old (6 months if you live in an older home with cracking or peeling paint).
- ◆ Family members that you think might have high levels of lead.

If your child is older than 1 year, talk to your doctor about whether your child needs testing.

Your doctor or health center can do blood tests. They are inexpensive and sometimes free. Your doctor will explain what the test results mean. *Treatment can range from changes in your diet to medication or a hospital stay.*

Where Lead-Based Paint Is Found

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

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside *and* outside of the house.
- ◆ 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.)

Where Lead Is Likely To Be A Hazard

Lead-based paint that is in good condition is usually not a hazard.

Peeling, chipping, chalking, or cracking lead-based 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. These areas include:

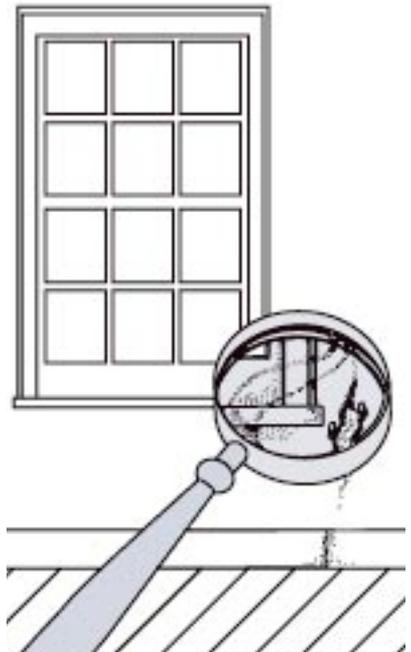
- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, and banisters.
- ◆ Porches and fences.

Lead dust can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when people vacuum, sweep, or walk through it.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. Call your state agency (see page 12) to find out about soil testing for lead.



Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards



Checking Your Home for Lead Hazards

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

You can get your home checked for lead hazards in one of two ways, or both:

- ◆ A paint **inspection** tells you the lead content of every painted surface in your home. It won't tell you whether the paint is a hazard or how you should deal with it.
- ◆ A **risk assessment** tells you if there are any sources of serious lead exposure (such as peeling paint and lead dust). It also tells you what actions to take to address these hazards.

Have qualified professionals do the work. *The federal government is writing standards for inspectors and risk assessors. Some states might already have standards in place.* Call your state agency for help with locating qualified professionals in your area (see page 12).

Trained professionals use a range of methods when checking your home, including:

- ◆ Visual inspection of paint condition and location.
- ◆ Lab tests of paint samples.
- ◆ Surface dust tests.
- ◆ A portable x-ray fluorescence machine.

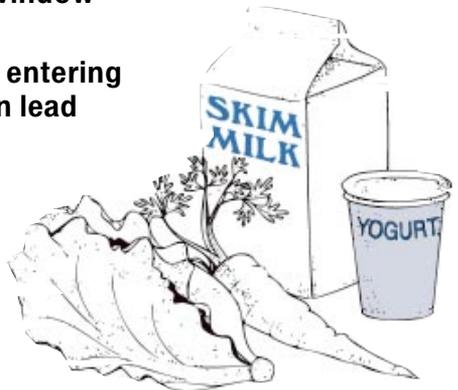
Home test kits for lead are available, but recent studies suggest that they are not always accurate. Consumers should not rely on these tests before doing renovations or to assure safety.



What You Can Do Now To Protect Your Family

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

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash 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.
- ◆ 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 low-fat dairy products. Children with good diets absorb less lead.



How To Significantly Reduce Lead Hazards

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you must hire a 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 enough.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. If possible, hire a certified lead abatement contractor. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Call your state agency (see page 12) for help with locating qualified contractors in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

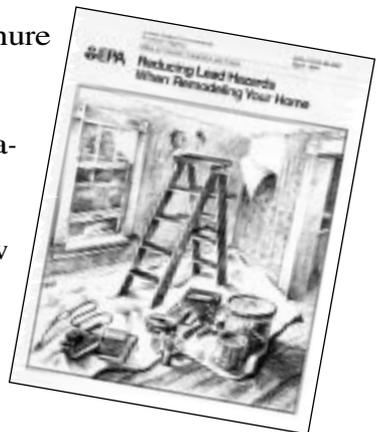
Take precautions before you begin remodeling or renovations that disturb painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a dry scraper, belt-sander, propane torch, or heat gun** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

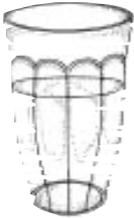
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



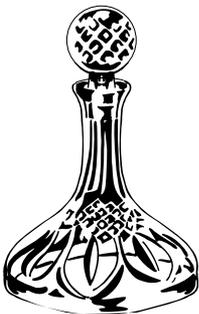
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common lead hazards, other lead sources also exist.



- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your clothes separately from the rest of your family's.
- ◆ Old painted **toys and furniture.**
- ◆ Food and liquids stored in **lead crystal or lead-glazed pottery or porcelain.**
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-LEAD-FYI** to learn how to protect children from lead poisoning.

For other information on lead hazards, call the center's clearinghouse at **1-800-424-LEAD**. For the hearing impaired, call, **TDD 1-800-526-5456** (FAX: **202-659-1192**, Internet: **EHC@CAIS.COM**).



EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**. (Internet: info@cpsc.gov). For the hearing impaired, call **TDD 1-800-638-8270**.



Local Sources of Information

State Health and Environmental Agencies

Some cities and states have their own rules for lead-based paint activities. Check with your state agency (listed below) to see if state or local laws apply to you. Most state 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.

State/Region	Phone Number		
Alabama	(205) 242-5661	Missouri	(314) 526-4911
Alaska	(907) 465-5152	Montana	(406) 444-3671
Arkansas	(501) 661-2534	Nebraska	(402) 471-2451
Arizona	(602) 542-7307	Nevada	(702) 687-6615
California	(510) 450-2424	New Hampshire	(603) 271-4507
Colorado	(303) 692-3012	New Jersey	(609) 633-2043
Connecticut	(203) 566-5808	New Mexico	(505) 841-8024
Washington, DC	(202) 727-9850	New York	(800) 458-1158
Delaware	(302) 739-4735	North Carolina	(919) 715-3293
Florida	(904) 488-3385	North Dakota	(701) 328-5188
Georgia	(404) 657-6514	Ohio	(614) 466-1450
Hawaii	(808) 832-5860	Oklahoma	(405) 271-5220
Idaho	(208) 332-5544	Oregon	(503) 248-5240
Illinois	(800) 545-2200	Pennsylvania	(717) 782-2884
Indiana	(317) 382-6662	Rhode Island	(401) 277-3424
Iowa	(800) 972-2026	South Carolina	(803) 935-7945
Kansas	(913) 296-0189	South Dakota	(605) 773-3153
Kentucky	(502) 564-2154	Tennessee	(615) 741-5683
Louisiana	(504) 765-0219	Texas	(512) 834-6600
Massachusetts	(800) 532-9571	Utah	(801) 536-4000
Maryland	(410) 631-3859	Vermont	(802) 863-7231
Maine	(207) 287-4311	Virginia	(800) 523-4019
Michigan	(517) 335-8885	Washington	(206) 753-2556
Minnesota	(612) 627-5498	West Virginia	(304) 558-2981
Mississippi	(601) 960-7463	Wisconsin	(608) 266-5885
		Wyoming	(307) 777-7391

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
John F. Kennedy Federal Building
One Congress Street
Boston, MA 02203
(617) 565-3420

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Building 5
2890 Woodbridge Avenue
Edison, NJ 08837-3679
(908) 321-6671

Region 3 (Delaware, Washington DC, Maryland, Pennsylvania, Virginia, West Virginia)
841 Chestnut Building
Philadelphia, PA 19107
(215) 597-9800

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
345 Courtland Street, NE
Atlanta, GA 30365
(404) 347-4727

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
77 West Jackson Boulevard
Chicago, IL 60604-3590
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
First Interstate Bank Tower
1445 Ross Avenue, 12th Floor, Suite 1200
Dallas, TX 75202-2733
(214) 665-7244

Region 7 (Iowa, Kansas, Missouri, Nebraska)
726 Minnesota Avenue
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
999 18th Street, Suite 500
Denver, CO 80202-2405
(303) 293-1603

Region 9 (Arizona, California, Hawaii, Nevada)
75 Hawthorne Street
San Francisco, CA 94105
(415) 744-1124

Region 10 (Idaho, Oregon, Washington, Alaska)
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1200

CPSC Regional Offices

Eastern Regional Center
6 World Trade Center
Vesey Street, Room 350
New York, NY 10048
(212) 466-1612

Central Regional Center
230 South Dearborn Street
Room 2944
Chicago, IL 60604-1601
(312) 353-8260

Western Regional Center
600 Harrison Street, Room 245
San Francisco, CA 94107
(415) 744-2966

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



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What should you, the tenant do to make sure that your child is protected from lead-based paint hazard?

- It is important that you notify your landlord if a child under six years of age resides in or moves into the apartment.
- When you get the annual notice asking if there is a child under six years of age residing in your home, you should complete and return it to your landlord.
- Let your landlord into your apartment to inspect and repair lead-based paint hazards.
- Notify your landlord as soon as you see peeling paint, even if this happens after you have returned the annual notice, or your apartment was inspected, or the hazard was repaired previously by the landlord.
- If the person repairing a lead-based paint hazard is not following the safe work practices described in the Exclusive Interim Controls, **call the New York City Department of Health Lead Poisoning Prevention Program, Lead Safe Abatement Unit at: (212) 676-6355**



How is the landlord expected to repair a lead-based paint hazard?

If your landlord receives a lead-based paint hazard violation from HPD, or discovers lead-based paint hazards during an inspection, or if you tell your landlord about a lead-based paint hazard, your landlord must safely repair it using "Exclusive Interim Controls." The "Exclusive Interim Controls" are safe work practices described on the inside of this brochure.

Where to Get Help

Who can I call to report peeling paint violations?
Call the NYC Dept. of Housing Preservation & Development
(212) 960-4800

Who can I call to get my water tested for lead?
Call the NYC Dept. of Environmental Protection
(718) DEP-HELP
(718) 337-4357

Who can I call if the person repairing lead paint hazards is making a mess or to report unsafe work practices (failure to use Exclusive Interim Controls) when lead-based paint hazards are being repaired? An inspector will be sent to your home. The landlord or contractor may be issued a fine or an order to correct the violations if the inspector finds violations. **Your landlord cannot evict you for filing a peeling paint complaint or reporting unsafe work practices.**

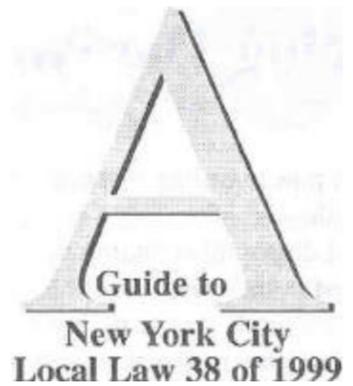
Call the NYC Dept. of Health Lead Poisoning Prevention Program, Lead Abatement Safety Unit
(212) 676-6355

Who can I call:

- If I have questions or concerns about the contents of this brochure; or
- If I want additional information on the lead safe abatement procedures in Section 173.14 of the Health Code; or
- For information on how and where to get my child screened, tested, diagnosed or treated, if necessary, for lead; or
- For information about lead poisoning

Call the NYC Dept. of Health Lead Poisoning Prevention Program Hotline
(212) BAN-LEAD
(212) 2 2 6-5 3 2 3
or TDD (212) 442-1820

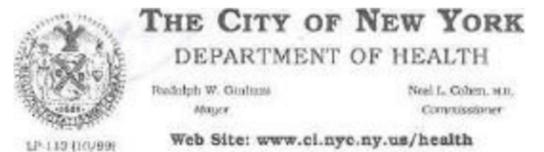
We're here to help you with any question you may have about lead poisoning, lead-based paint hazards, and safe work practices (Exclusive Interim Controls) that must be used when repairing lead-based paint hazards. **Call us!**



Keeping Your Home Safe From Lead-Based Paint Hazards

This guide outlines important changes to a New York City law to protect children under six years of age from becoming lead poisoned as a result of exposure to lead-based paint hazards in their homes.

It includes a summary of your rights and obligations as a tenant and your landlord's duties under the law.



What is lead?

Lead is a poisonous metal. It is found in many places, especially in paint in homes built before 1960. It can also be in dust, water and soil.

Can lead affect your child's health?

Yes. Lead is a poison. Too much lead in the body can cause a serious health risk to children. Lead poisoning can impair children's health, learning and behavior.

Most children who have elevated blood lead levels do not have symptoms. You must have your child tested to learn if your child is at risk for health problems related to lead poisoning.

How can children get lead poisoning?

Most commonly, lead-based paint is the cause of lead poisoning. It may be found in older homes in NYC (especially those built before 1960). When this paint peels, or when it rubs against another surface, it can break into paint chips or crumble into dust. Young children can swallow lead dust and paint chips when they put their fingers, toys, or pacifiers in their mouths. This normal hand to mouth behavior in children under six makes them more likely to get lead poisoned. Less commonly, lead that can cause lead poisoning also may be found in water, dirt (soil), traditional medicines, cosmetics, cans, pottery and as a by-product of some adult occupations and hobbies.

Should your child be tested for lead poisoning?

Yes. Your child's doctor must, by law, test your child at one and two years of age. Your child also should be tested at any other time between six months and six years of age when your doctor has determined that your child is at risk for lead poisoning. You should inform your doctor if you reside in a home with peeling paint that may contain lead or think that your child may have been exposed to some other lead hazard.



What does the law require your landlord to do to prevent lead poisoning?

If your building has three or more apartments and was built before 1960, your landlord must:

- Ask if a child under six years of age resides in your home when you first sign or renew a lease or move into the apartment. The landlord will keep this on record.
- Send you a notice once a year (like the one you receive for window guards) asking you if a child under six years of age resides in the home.
- Visually inspect your apartment once a year if a child under six years of age resides in your home.
- Correct any peeling lead-based paint or lead-based paint on a deteriorating subsurface, following the safe work practices described in this brochure (in the Exclusive Interim Controls section) if a child under six years of age resides in your home.

- Adjust any painted doors or windows so that they do not stick and cause paint to peel or chip when opened or closed. The safe work practices (Exclusive Interim Controls) described in this brochure must be followed if a child under six years of age resides in your home.

- Correct any lead-based paint violations issued by the Department of Housing Preservation and Development (HPD) using safe work practices (described in the exclusive Interim Controls section of this brochure.)

What is a lead-based paint hazard?

If you reside in a multiple dwelling (three or more apartments) built before 1960, in which a child under six years of age resides, a lead-based paint hazard under City law is:

- Peeling (chipped, cracking or deteriorated) paint
- Paint on a subsurface (for example, plaster wall or window) that is deteriorating (in poor condition)

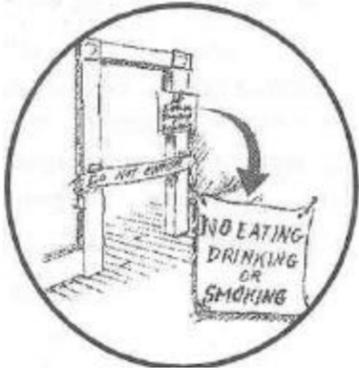
Does your landlord have to do anything special to correct lead-based paint hazards in a vacant apartment?

Whenever any apartment in a multiple dwelling (three or more apartments) built before 1960 becomes vacant, the landlord must repair all peeling paint and any conditions that might be causing the paint to peel.

Exclusive Interim Controls (Safe Work Practices)

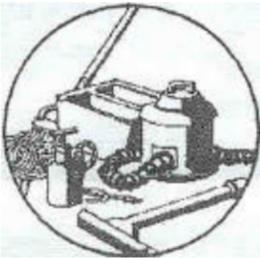
Before Work Starts

1. The work areas must be sealed off to prevent dwelling unit (apartment) occupants from entering work area, where practicable. This is to be kept in place until the work and final clean up are completed.



2. All furniture and other items in the work area must be moved away from where the work is being done or covered with plastic or equivalent sheeting.

The floor in and around the work area must be covered with thick plastic or equivalent sheeting. Before removing furniture or other items from the work areas the furniture must be cleaned with a special vacuum called a High Efficiency Particulate Air (HEPA) Filter vacuum.



Doing The Work

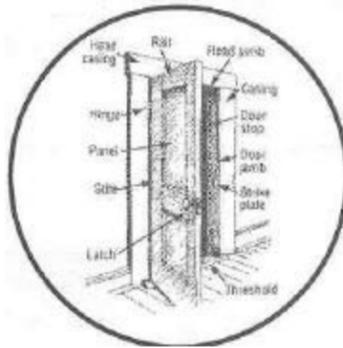
3. All plastic or like sheeting, drop cloths and other supplies, equipment and disposable clothing that are used in the work areas shall remain in the work area or be stored in a safe manner to minimize exposure to occupants.



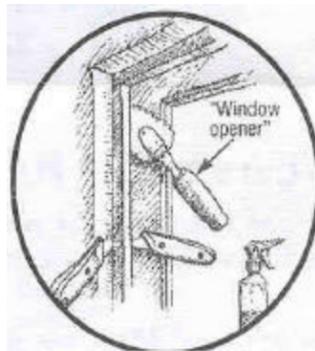
4. Peeling paint or painted friction surfaces that bind (doors and windows subject to friction or abrasion) must be wet scraped using a scraper and water mister to reduce dust and other work-related debris. Cracked or peeling subsurfaces (the surfaces that have been painted) must be repaired before they are repainted.



5. All surfaces and floors in the work area must be HEPA vacuumed or detergent washed, prior to repainting, to remove any dust that may have collected when the work was done. All debris should be disposed of in a safe manner.
6. All paints, thinners, solvents, chemical strippers or other such flammable materials must be kept in the work area and stored in their original containers.
7. All doors, including cabinet doors, must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.



8. All windows must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.

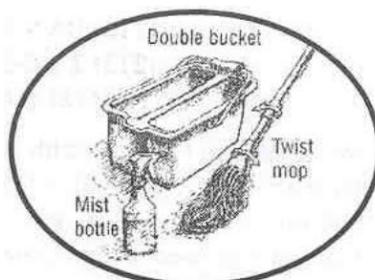


Daily Clean Up

9. The work area must be thoroughly HEPA vacuumed or detergent washed at the end of each day. A visual examination must be done at the end of each workday to ensure that no peeling paint, paint chips, dust or other work-related debris have been released.

Final Clean Up

10. Your landlord is responsible for:
 - Supervising the work area to minimize the spread or peeling paint, paint chips and dust or other work debris from the work area; and
 - Advising you not to enter the work area until the work is finished.



11. When the work is finished, all plastic or like sheeting, drop cloths or other materials are to be removed in a safe manner. All surfaces exposed to peeling paint, paint chips, dust or other work related debris during the course of work shall be HEPA vacuumed or detergent washed starting with ceilings, then down the walls and across the floors.

Dust Wipe Sampling

Dust Wipe Sampling is only required when the work has been ordered by HPD.

12. When lead-based paint hazards have been corrected on any interior wood trim, door or window, the landlord is required to take a surface dust wipe sample on the floor in and around (immediately adjacent to) the work area.
13. When lead-based paint hazards have been corrected on any interior wood trim or door near or immediately adjacent to a window, a surface dust wipe sample shall be conducted on the windowsill and window well in and around (immediately adjacent to) the work area.

Landlords may decide to follow the Health Code procedures specified in section 173.14 instead of Exclusive Interim Controls

14. Your landlord may elect to correct a lead based paint violation by following the lead safe abatement procedures that are found in the NYC Health Code Section 173.14, instead of using the Exclusive Interim Controls.
15. When an owner receives an HPD violation and does not comply with the orders in a timely manner,* the owner will be required to follow additional lead safe abatement procedures found in NYC Health Code Section 173.14.



* Local Law 38 requires the landlord to correct violations within 21 days of service of the violations. The landlord may request and may receive an extension of up to 45 days to complete the work by applying in writing to HPD using the form provided with the notice of violation.