PANACHE
The Pinnacle of Real Estate Service

320 Post Ave., Suite 108 | Westbury, NY 11590
P. 516-506-7666 | F. 516-908-4900

# Rental Application

**Personal Information:** Date: _____

_____ _____
Tenant Name Co-Tenant Name

Social Security #: _____ - _____ -_____ Social Security #: _____ - _____ -_____
Date of Birth: _____ / _____ / _____ Date of Birth: _____ / _____ / _____
MM DD YYYY MM DD YYYY
Driver's License #: _____ Drivers License #: _____

Cell#: _____ Home #: _____ Cell#: _____ Home#: _____

Email: _____ Email: _____

**Residence Information:**

_____ _____
Present Home Address Present Home Address

_____ _____ _____ _____
City, State & Zip How Long? City, State & Zip How Long?

_____ _____
Present Landlord Name & Phone # Present Landlord Name & Phone #

Monthly Housing Payment: _____ Monthly Housing Payment:_____

Reason for moving: _____

**** If you have lived at your present address for less than 2 years please fill in the "PREVIOUS RESIDENCE INFORMATION" section on page 5 until at least the past 2 years of residence information has been furnished.**

**References:**

_____ _____
Personal Reference Name & Phone # Personal Reference Name & Phone #

_____ _____
Professional Reference Name & Phone # Professional Reference Name & Phone #

_____ _____
Emergency Contact Name & Phone # Emergency Contact Name & Phone #

_____ _____
Emergency Contact Address Emergency Contact Address

**Employment & Income Information:**

Employer Name: _____ Employer Name: _____

_____ _____

Employer Address Employer Address

_____ _____

Employer City, State & Zip Employer City, State & Zip

Job Title/Occupation: _____ Job Title/Occupation: _____

Years on Job: _____ Avg. Monthly Income: $_____ Years On Job: _____ Avg. Monthly Income:$_____

Self Employed?: ____ Yes ____ No Self Employed?: ____ Yes ____ No

_____ _____

HR/Employment Verification Name & Phone # HR/Employment Verification Name & Phone #

**** If you have been working at your present job for less than 2 years please fill in the "PREVIOUS EMPLOYMENT INFORMATION" section of page 5 until at least the most recent 2 years of employment info. has been furnished.**

**Additional Monthly Income:**

| **Source** | **Amount** | **Income Source** | **Amount** |
|---|---|---|---|
| _____ | $_____ | _____ | $_____ |
| _____ | $_____ | _____ | $_____ |
| _____ | $_____ | _____ | $_____ |

**Total Combined Monthly Income: $_____**

**Asset Info:**

| **Account Name/Type** | **Amount** | **Account Name/Type** | **Amount** |
|---|---|---|---|
| _____ | $_____ | _____ | $_____ |
| _____ | $_____ | _____ | $_____ |
| _____ | $_____ | _____ | $_____ |

**Total Combined Assets: $_____**

**Rental Subsidy Program Information:**

Programs: _____ Case Worker Name: _____

**If so describe (i.e. Section 8, FEPS, SEPS, SOTA, Social Services, Disability etc.)**

Monthly Voucher Amount: _____ Case Worker Phone #: _____

**Search Criteria:**

# of Bedrooms: _____ # of Bathrooms:_____ Price Range: _____

Desired Towns/Areas:_____

Other desired property features: _____

_____

Total # of people to reside in apartment: _____ # of Adults: _____ # of Children:_____

**Please list the name, gender and date of birth of each person that will be residing in the rent:**

| **Name** | **DOB** | **Gender** | **Name** | **DOB** | **Gender** |
|---|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

**Vehicle(s) Owned by your household:**

_____ _____ _____
Make Model Year

_____ _____ _____
Make Model Year

Do You have Pets?: ☐ YES ☐ NO

If YES; How many: _____

What kinds of pet(s)?: _____

Have You ever been evicted?: ☐ YES ☐ NO

Have you ever filed bankruptcy? ☐ YES ☐ NO

If YES; from where and why? :_____ If YES what year?_____

**Acknowledgement, Certification & Authorization:**

I understand and **acknowledge** that I am responsible for paying **Panache Realty (Panache)** a fee of at least one month's rent for brokerage services in locating and arranging for the rental of premises offered by landlord to me. It is understood that this non-negotiable fee is due and payable upon one or more of the following events:

1. My moving into the apartment
2. My signing of a lease for the apartment
3. Upon the turning over of keys to me for the apartment.

I **certify** that the above information provided by me on this application is factual and release authorization to Panache to contact my employer(s) and or landlord(s) to verify all information. I also **authorize** Panache to run my credit and/or criminal background check as well as produce a copy of the report(s) for my potential landlord(s) if requested.

I understand that for each adult applicant there is a required $20.00 (twenty-five dollar) fee for credit verification**.**

_____ _____ _____

**Applicant Printed Name** **Co-Applicant Printed Name**

_____ _____

**Applicant Signature & Date** **Co-Applicant Signature & Date**

**Agent Name is _____ of Panache Real Estate and the**

**property address is _____.**

# List of Documentation Needed for Rental Application:

**Income/Asset Documents:**

1. Most recent month's worth of pay stubs **(required)**: If you are paid bi-weekly then submit the 2 most recent. If you are paid weekly, then submit the 4 most recent paystubs.

2. 2 Most recent monthly bank statement(s) **(optional)**: Bank statements are optional but definitely recommended if you have a substantial amount of funds available. This shows stability in case of a financial emergency. **If you choose to provide bank statement(s) and your paycheck is direct deposited and shows on your bank statement(s) then item #1 is not necessary.** 2 most recent annual W2 forms for all jobs **(required):** This shows a history of income and helps a landlord ascertain if you are consistent with employment income.

3. 2 most recent full tax returns **(optional)**: Please be prepared that some landlords require full tax returns. You may submit these in order to not have to worry about them being requested later in the application process.
   ***IF APPLICANT IS SELF EMPLOYED FULL COMPANY TAX RETURNS AND 1099s ARE REQUIRED***

4. Most Recent Retirement Account Statement(s) **(optional):** this is optional but definitely recommended if you have anything substantial in your retirement fund as it shows added stability in case of a financial emergency.

**Identification Documents:**

1. Picture ID **(required):** Drivers License is 1st preference to fulfill this requirement. If applicant has no drivers license a state issued ID, Passport or work ID can substitute.

**Landlord Information:**

1. Letter from present landlord **(optional)**: this is optional but again showing good standing with your present landlord definitely helps your chances with a prospective landlord.

**Possible Additional Documentation:**

**Please note that above certain documents are marked 'optional' vs. 'required'. Please be advised certain rental properties may require documentation that our application list as optional and/or documentation that is not on our application at all. If this occurs, you will be informed by your agent what additional documentation will be required for that rental unit.**

**Fax or email documents to us at 516-908-4100 or email them to info@PanacheRe.com**
**If emailing application please reference your name and property address in subject line of the email and cc your agent on the email as well.**

# Additional Information Sheet

**Previous Employer Information:**

**This section is only to be filled out if you have been at your present job for less than 2 (two) years.**

| | |
|---|---|
| _____ | _____ |
| Applicant Previous Employer 1 | Co-Applicant Previous Employer 1 |
| _____ | _____ |
| Previous Employer 1 Address | Previous Employer 1 Address |
| _____ | _____ |
| Employer 1 City, State & Zip | Previous Employer 1 City, State & Zip |
| Job Title/Occupation: _____ | Job Title/Occupation: _____ |
| Annual Salary: _____ | Annual Salary: _____ |
| Dates of Employment: _____ | Dates of Employment: _____ |
| Self Employed?: ____ Yes ____ No | Self Employed?: ____ Yes ____ No |

---

**Previous Residence information:**

**This section is only to be filled out if you have been living at your present address for less than 2 (two) years.**

| | |
|---|---|
| _____ | _____ |
| Applicant Former Address 1 | Co-Applicant Former Address 1 |
| _____ | _____ |
| City, State & Zip | City, State & Zip |
| _____ _____ | _____ _____ |
| Dates Lived Monthly Rent | Dates Lived Monthly Rent |
| _____ | _____ |
| Landlord/Property Manager Name & Phone# | Landlord/Property Manager Name & Phone # |
| ***Unnecessary if property was owned by applicant** | ***Unnecessary if property was owned by applicant** |

**Need more space?:**

**Should you need more space in order to cover the last 2 years of employment and/or residency history print out as many additional page #5s of this application to accommodate the additional data.**

Thank you for your time and effort. We look forward to being of service.

The Panache Team

PANACHE

The Pinnacle of Real Estate Service

**Long Island Office:** 320 Post Ave., Suite 108 | Westbury, NY 11590
**Office:** 516-506-7666 | **Fax:** 516-908-4100
E-mail: info@PanacheRE.com | www.PanacheRE.com

# Agency Disclosure Form Directions

For prospective tenants filling out the Agency Disclosure form for landlords and tenants:

1. On page 2 of the Agency Disclosure Form next to the sentence that starts “This form was provided to me by” in the provided line fill in or print out and hand write in the name of the Panache agent you are working with.

2. Fill in or print out and hand write your name(s) in on the line to the right of the sentenced that start “I (we)” near the bottom of page 2

3. Electronically Sign or print out and sign your name(s) and date on the lines provided at the bottom of page. 2.

**Contact your agent if you have any questions about this form.**

The Panache Team

New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

# New York State Disclosure Form for Landlord and Tenant

## THIS IS NOT A CONTRACT

*New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.*

*Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.*

*If you need legal, tax or other advice, consult with a professional in that field.*

## Disclosure Regarding Real Estate Agency Relationships

### Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

### Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the buyer.

### Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

### Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situa-

tion, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

## Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by _____ (print name of licensee) of Panache Real Estate

(print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

(☑) Landlord as a (check relationship below)

(☐) Landlord's agent

(☑) Broker's agent

(☐) Tenant as a (check relationship below)

(☐) Tenant's agent

(☐) Broker's agent

(☐) Dual agent

(☑) Dual agent with designated sales agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

(☐) Advance informed consent dual agency

(☑) Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure form: signature of {☐} Landlord(s) and/or {☑} Tenant(s):

_____ _____

_____ _____

Date: _____ Date: _____

PANACHE

The Pinnacle of Real Estate Service

# Covid-19 Disclosure Form

On January 30, 2020, the World Health Organization (WHO) designated the novel coronavirus, COVID-19, outbreak as a Public Health Emergency of International Concern. On January 31, 2020, the United States Health and Human Services (HHS) Secretary declared a public health emergency for the entire United States and on March 7, 2020, Governor Andrew Cuomo declared a State disaster emergency for the entire State of New York (the "Emergency").

Empire State Development (ESD) has determined that real estate services, including appraisals, inspections and other services necessary to complete a transfer of real property; may be conducted in-person for those regions that have entered Phase 2 of the reopening so long as required health and safety precautions set forth in the Interim Guidance Document published by ESD and the Department of Health are followed. It may become necessary for a real estate licensee, inspector, appraiser, buyer, tenant or other third party to access the Property. Such access raises the potential for liability resulting from exposure to COVID-19. By agreeing to permit such parties to enter the Property or by agreeing to enter the Property, all parties acknowledge there is an assumption of exposure to COVID-19 and any and all consequences and/or injury which may result from such exposure, including but not limited to, physical and/or psychological injury, pain, suffering, illness, temporary or permanent disability, death or economic loss. This disclosure will help you to make informed choices about access to the Property during the Emergency.

The undersigned hereby acknowledge receipt of this COVID-19 Disclosure Statement.

| _____ | _____ | _____ |
|---|---|---|
| Seller/Buyer Print Name | Sign | Date |
| _____ | _____ | _____ |
| Seller/Buyer Print Name | Sign | Date |

This form was provided to me by _____ of Panache Real Estate

**320 Post Ave., Suite 108 | Westbury, NY 11590**
**Office:** (516) 280-8413 | **Fax:** (516) 908-4100
**Email:** Info@PanacheRe.com | **Website:** www.PanacheRe.com

PANACHE

The Pinnacle of Real Estate Service

# Covid-19 Questionnaire Form

**Panache Real Estate has put together this Coronavirus (COVID-19) Health Screening Questionnaire Form (the "Form") which shall be distributed to all persons who are attending any in-person property showings and/or meetings with the undersigned real estate licensee (the "Broker"). This Form shall be distributed to all attendees within 24 hours of any scheduled meeting. Please understand that you are being asked to provide your contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19.**

The Broker (or any agent of the Broker) may cancel or postpone any in-person showing or meeting without prejudice or penalty upon any indication that a person who is attending the showing or meeting is exhibiting any symptoms of the Coronavirus (COVID-19) or any other cold or flu-like symptoms.

Effective November 4, 2020 individuals travelling to NY from a non-contiguous state are subject to a 14-day quarantine but will have the ability to shorten the quarantine requirement by "testing out" through two negative COVID tests.

## SCREENING QUESTIONS

Please check the appropriate boxes:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19?
   [ ] Yes [ ] No
2. Have you tested positive for COVID-19 in the past 14 days?
   [ ] Yes [ ] No
3. Have you experienced any symptoms of COVID-19 in the past 14 days?
   [ ] Yes [ ] No
4. In the last 14 days, have you traveled from another non-contiguous state or country for which New York State requires a mandated self-quarantine period?
   [ ] Yes [ ] No
5. If you answered "Yes" to question 4, have you completed the 14 day self-quarantine as currently required by New York State or met the requirements to "test out" of the 14 day quarantine?
   [ ] Yes [ ] No

_____ _____ _____

Print Name Signature Date

_____

Property Address

This form was provided to me by _____ of Panache Real Estate

**In the event you become symptomatic and/or test positive for COVID-19 within 48 hours of the last visit to the property, you must notify the real estate agent immediately so proper tracking and tracing can be completed.**

**320 Post Ave., Suite 108 | Westbury, NY 11590**
**Office:** (516) 280-8413 | **Fax:** (516) 908-4100
**Email:** Info@PanacheRe.com | **Website:** www.PanacheRe.com

NEW YORK STATE OF OPPORTUNITY. | Division of Licensing Services

New York State
**Department of State, Division of Licensing Services**
(518) 474-4429
www.dos.ny.gov

New York State
**Division of Consumer Rights**
(888) 392-3644

# New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status.** Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

**Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:**

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

## YOU HAVE THE RIGHT TO FILE A COMPLAINT

**If you believe you have been the victim of housing discrimination** you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: https://dhr.ny.gov/contact-us, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.

NEW YORK STATE OF OPPORTUNITY.
Division of Licensing Services

New York State
**Department of State, Division of Licensing Services**
(518) 474-4429
www.dos.ny.gov

New York State
**Division of Consumer Rights**
(888) 392-3644

# New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit https://dhr.ny.gov/fairhousing and https://www.dos.ny.gov/licensing/fairhousing.html.

This form was provided to me by _____ (print name of Real Estate Salesperson/

Broker) of _____ (print name of Real Estate company, firm or brokerage)

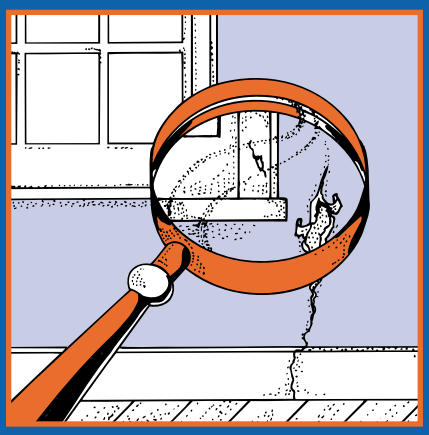
(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.



# Protect Your Family From Lead In Your Home

United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
September 2001

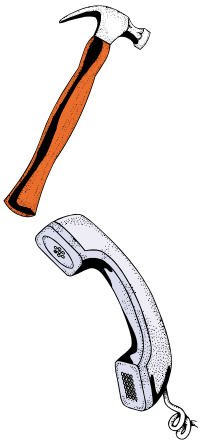
# Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure form about lead-based paint.

**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure form about lead-based paint. Buyers have up to 10 days to check for lead.



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

**IF YOU WANT MORE INFORMATION** on these requirements, call the National Lead Information Center at **1-800-424-LEAD (424-5323)**.

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

# 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 who 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 containing lead.

**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

**Childhood lead poisoning remains a major environmental health problem in the U.S.**

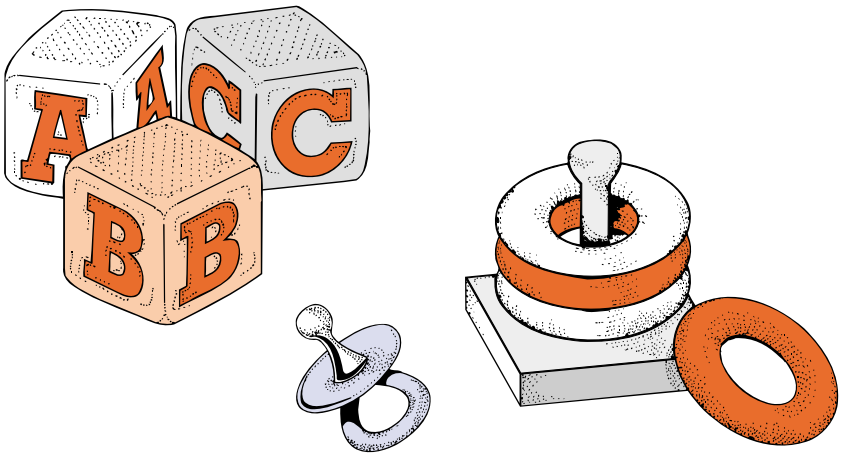
***Even children who appear healthy can have dangerous levels of lead in their bodies.***

**People can get lead in their body if they:**

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

**Lead is even more dangerous to children than adults because:**

- 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.



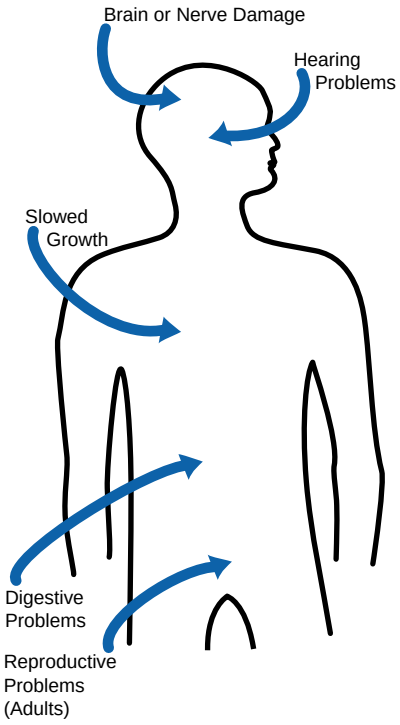
## Lead's Effects

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.***

## 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.)

## Checking Your Family for Lead

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

**To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.** 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 high levels of lead. Blood 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.

## Identifying Lead Hazards

**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

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

- Windows and window sills.
- Doors and door frames.
- Stairs, railings, banisters, and porches.

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

**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 re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- 40 micrograms per square foot ($\mu g/ft^2$) and higher for floors, including carpeted floors.
- 250 $\mu g/ft^2$ 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. The following two federal standards have been set for lead hazards in residential soil:

- 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

## Checking Your Home for Lead

**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 in one of two ways, or both:

- A paint **inspection** tells you the lead content of every different type of 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.

Hire a trained, certified professional who will use a range of reliable methods when checking your home, such as:

- Visual inspection of paint condition and location.
- A portable x-ray fluorescence (XRF) machine.
- Lab tests of paint, dust, and soil samples.

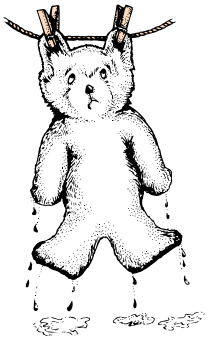
There are standards in place to ensure the work is done safely, reliably, and effectively. Contact your local lead poisoning prevention program for more information, or call **1-800-424-LEAD** for a list of contacts in your area.

**Home test kits for lead are available, but may not always be 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 dairy products. Children with good diets absorb less lead.

# Reducing Lead Hazards In The Home

**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 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 removal.

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

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

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

Call your local agency (see page 11) for help with locating certified contractors in your area and to see if financial assistance is available.

# Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

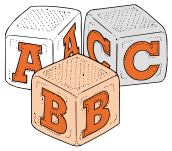
- **Have the area tested for lead-based paint.**
- **Do not use a belt-sander, propane torch, heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- **Temporarily 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.

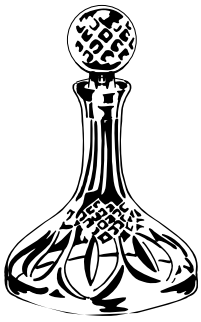
**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

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.

## Other Sources of Lead

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



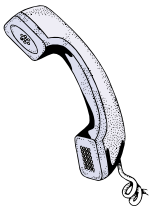
- **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in 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 work clothes separately from the rest of your family's clothes.
- 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 **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/.**

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** and ask for the National Lead Information Center at **1-800-424-LEAD.**

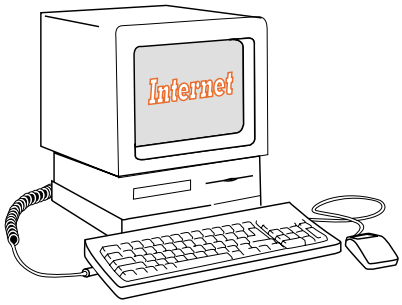


**EPA's Safe Drinking Water Hotline**

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

**Consumer Product Safety Commission (CPSC) 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**, or visit CPSC's website at: **www.cpsc.gov.**




**Health and Environmental Agencies**

Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD.**

# 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)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (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 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

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

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

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

Regional Lead Contact
U.S. EPA Region 4
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 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

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

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

## CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

**Eastern Regional Center**
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

**Western Regional Center**
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

**Central Regional Center**
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

## HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

**U.S. Department of Housing and Urban Development**
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

# 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, heat gun, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- Don't try to remove lead-based paint yourself.

**Recycled/Recyclable**
Printed with vegetable oil based inks on recycled paper (minimum 50% postconsumer) process chlorine free.