



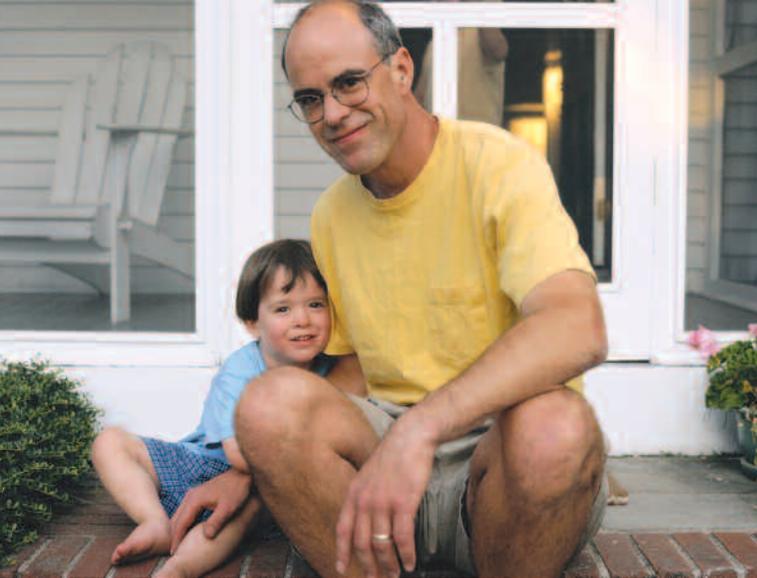
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THE LANDLORD'S TOOLBOX FOR LEAD PAINT SAFETY

Property Pre-Inspection Check List[©]

- 1. Attend Class the Lead Hazard Awareness Seminar
- 2. Evaluate Units:
 - a. Self Inspect Interior
 - 1. Look for Damaged Paint
 - 2. Look for Friction Surfaces
 - b. Self Inspect Exterior
 - 1. Look for Damaged Paint
 - 2. Look for Friction Surfaces
 - 3. Look for Exposed Soil Within 5 Feet of Building
 - c. Self Inspect Common Areas
 - 1. Look for Damaged Paint
 - 2. Look for Friction Surfaces
- 3. Notify Tenants with:
 - a. Protect Your Family Booklet
 - b. Fill Out Disclosure Form
 - c. Notify tenants about Mitigation Work to be Done
- 4. Correct Hazards: Using safe work practices learned in class
- 5. Clean Up:
 - a. Use HEPA vacuum
 - b. Wet clean all surfaces
 - c. Pay particular attention to:
 - 1. Child areas
 - 2. Window sills
 - 3. Window wells
 - 4. Floors
 - 5. Other horizontal surfaces
- 6. Order Inspection:
- 7. Notify Tenants of Inspection:
 - a. With more than 48 hours notice
 - b. Inspection includes every room and closet
 - c. Schedule someone (preferably property owner or manager) to be on premises
- 8. Just Prior to Inspection - Final Clean Up:
 - a. Wet Clean Window Sills
 - b. Wet Clean Window Wells
 - c. Wet Clean of Floors
- 9. Meet for Inspection
 - a. Accompany Inspector
 - b. Debrief after Inspection
- 10. Inspector Will Call with Lab Results
- 11. Written Report Will Arrive Within 10 to 14 Days
- 12. Share a copy of the Report with Tenants
- 13. If necessary, the report will include a punch list of corrections needed
- 14. Correct Items on punch list
- 15. Clean and Schedule a Follow Up Visit Using Steps 8 thru 15

Lead Paint Questions? Lead Paint Answers!



CONFLICTS OF INTEREST

State law prohibits any licensed Lead Inspector/Inspector Technician to perform inspections on properties in which the inspector has an ownership or financial or other interest. Anyone found to be in violation may be subject to civil penalties or other enforcement actions allowed under State law or regulation.

A PROPERTY OWNER'S GUIDE

TO LEAD INSPECTION SERVICES IN RHODE ISLAND

HOW TO GET THE MOST FROM YOUR LEAD INSPECTION

WHAT ARE MY LEGAL RESPONSIBILITIES AS A PROPERTY OWNER?

By law, you are required to give the following documents to tenants and potential buyers of your property:

- » Any lead certificate that exists for the unit(s).
- » Any lead inspection reports that exist for the unit(s) including all laboratory results related to lead (for example, dust, paint, water, and soil samples).
- » The *Protect Your Family From Lead* booklet. This applies to properties regardless of whether or not a lead inspection has ever been performed.
- » A copy of the Disclosure Form that your tenant(s) must sign. This applies to properties regardless of whether or not a lead inspection has ever been performed. Use the Disclosure Form to document everything that you have given to tenants or buyers. Both you and your tenants should retain a copy of this form. This form documents that you have done your part and enlists the tenants to take part in the responsibility of monitoring and reporting hazards in their apartment.

You must also give your tenants the name, address, and telephone number of a person they can call if they find lead hazards in their unit.

QUESTIONS OR CONCERNS?

For more information about Comprehensive Inspections, the inspection process, or to report a dispute with a licensed Lead Inspector or Inspector Technician: call the Rhode Island Department of Health at **401-222-1417**.

For more information about Independent Clearance Inspections and the Lead Hazard Mitigation Law: call the Housing Resources Commission at **401-222-LEAD (5323)**.



Lead Inspectors and Lead Inspector Technicians are required to distribute this guide to customers prior to performing lead-related services. Certain provisions of this pamphlet may not pertain to inspections conducted at the residences of significantly lead poisoned children.

DEVELOPED BY THE RHODE ISLAND DEPARTMENT OF HEALTH AND THE RHODE ISLAND HOUSING RESOURCES COMMISSION



WHAT IS LEAD?

Lead is a poison that can harm people when it enters the body. Most houses built before 1978 contain lead-based paint.



WHY DO I NEED A LEAD INSPECTION?

Starting November 1, 2005, the Lead Hazard Mitigation Law requires that most landlords of pre-1978 rental properties get their unit(s) inspected for lead hazards.

WHEN DO I NEED AN INSPECTION?

If a tenant moved after November 1, 2005, you must have the unit inspected. After the unit passes the inspection, the inspector will issue you a Certificate of Conformance that is good for two years.

If your property has been cited by the Department of Health, you are required to get a Lead Safe Certificate.

WHAT SHOULD I DO BEFORE HIRING SOMEONE TO DO A LEAD INSPECTION ON MY PROPERTY?

Attend a three-hour Lead Hazard Awareness Class approved by the Housing Resources Commission.

Conduct a thorough visual assessment of your rental unit(s). Fix any lead hazards in your rental unit(s) using approved lead-safe work practices learned in the three-hour class.

Conduct a thorough wet cleaning of your rental unit(s) to prepare for the inspection. Focus on windowsills, window wells, and floor surfaces.

Obtain price quotes from at least three different inspectors. Understand which type of inspection you would like to purchase before calling an inspector, as this will affect the cost.

Before hiring an inspector or inspector technician, ask if they are currently licensed by the Rhode Island Department of Health. You may also want to ask the inspector/inspector technician if they have professional liability insurance.

WHERE CAN I GET HELP AND ADVICE ABOUT FIXING MY PROPERTY BEFORE MY INSPECTION?

If after taking the three-hour Lead Hazard Awareness Class you still need help and advice, you should contact the Housing Resources Commission's Technical Assistance Center at 401-222-LEAD (5323).

WHAT TYPE OF INSPECTION DO I NEED?

Check with your insurance company to see what type of inspection they will accept. There are two types of inspections in Rhode Island, Independent Clearance Inspections and Comprehensive Inspections:

- 1. An Independent Clearance Inspection** can result in a Certificate of Conformance if:
 - » The inside and outside paint is not chipping, chalking, or peeling, and windows, doors, and cabinets are not rubbing. All window wells must be covered.
 - » Dust samples taken from windows, floors, and other surfaces where lead dust collects, pass laboratory analysis. At least 3 samples must be taken.
 - » Soil within 5 feet of the house and other buildings on the premises or play area is covered (use grass, mulch, sand, etc.) and there are no visible paint chips.
- 2. A Comprehensive Inspection** can result in a Lead Safe Certificate if:
 - » The inside and outside paint is not chipping, chalking, or peeling; windows are properly re-worked or replaced; friction areas such as doors and cabinets have been properly re-worked or replaced in accordance with Department of Health regulations and standards.

- » All soil is adequately covered with no visible paint chips, or results of soil samples pass laboratory analysis.
- » The water sample results pass laboratory analysis.
- » Dust samples taken from windows, floors, and other surfaces where lead dust collects pass laboratory analysis. At least 3 samples are required. Five samples are required if children under 6 years of age live in the unit(s).

Either inspection can be used to comply with the Lead Hazard Mitigation Law. **A Certificate of Conformance or Lead Safe Certificate does not mean that your property is free of lead.**

WHAT SHOULD THE INSPECTOR GIVE ME UPON COMPLETING THE INSPECTION?

- » The Inspection Report on approved forms
- » Laboratory results, if sampling was done
- » A certificate, if your unit(s) passes inspection
- » A copy of the *Protect Your Family from Lead* booklet and a Disclosure Form

WHAT HAPPENS IF MY PROPERTY FAILS AN INSPECTION?

If your unit fails an inspection, the inspector will issue a report identifying which areas of the inspection failed. After the identified areas have been corrected and the unit is ready for re-inspection, you should call the inspector to re-inspect the unit.

The following are common reasons why properties may fail an inspection:

1. The property owner did not perform a pre-inspection assessment of their unit(s).
2. The lead hazards were not corrected.
3. The unit was not properly cleaned prior to the inspection.



Landlord Pre-Rental Tips

Verify Application

- Credit Check on all adult occupants
- Consider a BCI - Background Criminal Investigation

Document Lead Paint Issues

- Lead Paint Inspection, Certification
- Lead Paint Disclosure

Paying Rent and Deposits

- Get appropriate deposits
- Acceptable method of payment
- Return check policy
- Rent Due Date, Late Date, and Late Fee
- Action if insufficient security or damage deposit

Moving in and moving out

- Prior approval of change of tenancy or additional or subsequent tenants
- Pre-exit inspection for departing tenants to review their pre-entry inspection.
- Pre-entry inspection written / pictures etc.
 - Document room conditions
 - Document smoke detector/Carbon Monoxide test
 - Give price list for cleaning or repairs upon move out
 - Have tenant sign for conditions and pricelist and provide copies

Agreement outline

- Prior approval of changes or modifications to premises by tenant
- Severability of agreement
- Establish written rules and events of lease / rental default
- Periodic inspection of and access to safety devices e.g., smoke detectors etc.
- Guest number and time of stay limits
- Smoking policy
- Waterbeds policy
- Trash disposal policy
- Use of interior premises – hours, purpose, # people, noise
- Use of exterior premises – hours, purpose, # people, noise
- Pet Policy
- Agreement to allow showings prior to end of stay

Vehicles

- Parking location / # of places
- How many vehicles / types
- Snow removal policy
- Washing cars / maintenance of vehicles
- Vehicles Junk / Not running / Unregistered
- Location and amount of on premises personal storage
- Insurance requirements e.g., Tenants policy
- Business use of property