Sample Forms

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

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

_____
Activity (e.g., sanding, window replacement)

_____
Location (e.g., lobby, recreation center)

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

_____ _____
Date Printed name of renovator

_____
Signature of renovator

Record of Tenant Notification Procedures

Project Address _____

Street (apt. #) _____

City_____ State _____ Zip Code _____

_____ _____
Owner of multi-family housing Number of dwelling units

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

_____
Name of person delivering notices

_____ _____
Signature of person delivering notices Date of Delivery