

**COMBINED WINDOW GUARD AND LEAD FORM**  
**APPROVED BY HPD**

The New York City Department of Housing Preservation and Development (HPD) instructs building owners that between January 1<sup>st</sup> and January 15<sup>th</sup> annually (or with the January rent bill if issued before January 1<sup>st</sup>), building owners must send a lead notice to all tenants in pre-1960 multiple dwellings and in multiple dwellings built between 1960 and 1978 if owners know there is lead paint in the building. Since building owners must also send out window guard notices, owners may now use an approved joint window guard/lead form.

The form is on the second page here.

**ANNUAL NOTICE FOR PREVENTION OF LEAD BASED PAINT  
HAZARDS AND WINDOW GUARDS – INQUIRY REGARDING  
CHILD**

You are required by law to inform the owner if a child under six 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, and that window guards are installed in all windows that do not access fire escapes.. 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 a child under six 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 six 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 or if a window guard appears loose. 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 March 1<sup>st</sup>. Keep one copy of this form for your records.

**CHECK ONE:**

☐ A child under six years of age resides in the unit

☐ A child under six 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