

# 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