

## ATTACHMENT 3

### Required Email Text for Inspection Confirmation

Subject Line: Physical Inspection of [*insert property name and property ID and Inspection ID*]

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Name of Property Owner

Property Name

Property Address

City, State

Inspection #, Property ID

Dear [*name of property owner*]:

This confirms our phone conversation with [*property representative's name*] on [*date of scheduling call*] that the referenced property is scheduled for inspection beginning at [*time*] on [*date*], through [*time*] on [*date*]. The inspection will not include weekends or [*insert any Federal holiday falling during the inspection period*]. If there is any delay, I will immediately contact you by telephone and we will set new dates, if necessary.

Please provide the required written notice of the inspection to your residents. It is not necessary for the tenants of units selected for inspection to be present during this inspection.

Your representative must accompany the inspector at all times. Your representative should be prepared to provide access to all units identified in the inspection (when the tenant is not present or if the unit is vacant) and all other areas of the property (e.g., maintenance facilities, offices, etc.). On the day of the inspection, the inspector will inform your representative of the units that have been selected for inspection, which are the result of a sample drawn on-site.

The inspector will only enter and inspect rooms that house elevator equipment if the room contains other inspectable items not associated with elevators (for example, water circulation pumps, compressors, or electrical panels for various building electrical systems) OR if the room provides the only access to another area that must be inspected (for example, the roof or another common area).

In order for the inspector to gain access to these rooms, HUD requires you to:

- Have the elevator equipment located on an elevated area to exclude unqualified persons or located at a certain elevation; or

- Have the elevator equipment separated and protected so only qualified/authorized persons have access to the space; or have a person on site at the time of the inspection who is qualified/authorized to access the room and grant access to me; or
- Provide me with a signed written waiver or variance from the governing authority that permits access to the enclosed room without a qualified/authorized person

The inspection will include the entire property: grounds, common areas, office, maintenance work areas, laundry rooms, community room, etc., and a sample of buildings and units selected at random. On the day of the inspection the inspector will verify data provided in the property profile, as per our previous discussion. Please have available the following information to assist with the verification:

- Total number of buildings and number of units within each building;
- The unique building identifier (i.e., the address or some other identifier that will enable the identification of each building for future inspections);
- All applicable certifications, including inspections of elevators, sprinkler systems, fire alarms, and boilers; lead-based paint testing certification and HUD's disclosure form (Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards) for housing built prior to 1978 (including elderly properties) are also required;
- Current rent-roll (used for reference only, rent amounts are not necessary);
- Site-map or plot plan showing property layout and building locations, if available;
- Total square footage of the Parking Lots/Driveways/Roads and Walkways/Steps. If you do not provide these area measurements at the time of the inspection, the inspector will provide an estimate of the square footages to HUD;
- Current occupancy percentage rate; and
- Copy of written notification to the residents of the inspection.

Please be advised that the terms of my contract with HUD do not permit me or the inspector to discuss with you or your representative, or provide advice on, any deficiencies observed and recorded during the inspection. Your representative may have different views regarding the deficiency definitions, but the inspector must classify deficiencies in accordance with HUD's established inspection protocol. Differences of opinion regarding the facts of the inspection may be discussed with HUD staff at a later date.

HUD's Offices of Housing and Public Housing require that all exigent health and safety hazards be mitigated immediately. An exigent hazard is one that poses an immediate threat to life, health or property. During the inspection, the inspector will record all health and safety hazards. Before leaving the property, the inspector will provide your representative with a written list of all such health and safety hazards and ask your representative to sign the form to acknowledge receipt. This signature only

acknowledges receipt of the form and does not indicate the representative's or your concurrence with its contents. A HUD representative will contact you later to assure that such items have been addressed in a timely manner.

Be advised that HUD may conduct a Quality Assurance (QA) inspection to verify the results of this inspection. That QA inspection may occur during, or shortly after this inspection.

Finally, if any building was constructed prior to 1978, please review the attached informational flyer from the United States Environmental Protection Agency regarding the health hazards associated with lead based paint. If all buildings were constructed after 1978, you may disregard this attachment.

Please reply to this email message to confirm receipt. If you have additional questions, please contact me by email or at [*insert phone number*].

I wish to thank you and your staff in advance for your help with this inspection.

Sincerely,  
Contractor Name

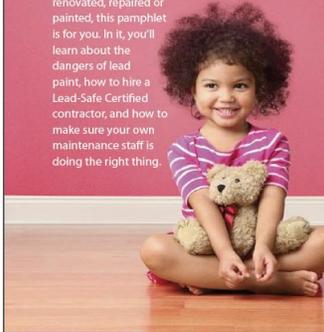
[cc: REACReverseAuctionProgram@HUD.GOV](mailto:REACReverseAuctionProgram@HUD.GOV)

# LEAD PAINT: BAD IN SCHOOLS, HOSPITALS, APARTMENTS OR ANYWHERE CHILDREN MAY BE PRESENT.

Many contractors and maintenance workers who have been on the job for years believe they know all about the dangers of and the precautions necessary for working with lead paint. Others think lead paint poisoning simply went away years ago. It didn't.

That's why you need to know the facts about lead paint and how disturbing it poses serious health risks to the people in your building, especially children.

If your pre-1978 hospital, child-care facility, school or extended-stay hotel suite is being renovated, repaired or painted, this pamphlet is for you. In it, you'll learn about the dangers of lead paint, how to hire a Lead-Safe Certified contractor, and how to make sure your own maintenance staff is doing the right thing.



## THE TRUTH ABOUT LEAD PAINT POISONING.

Lead paint is an invisible danger. Here are some facts about lead paint poisoning that everyone should know:

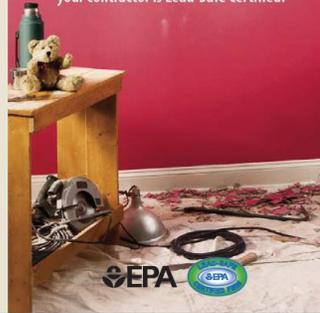
- A million kids are affected by lead paint poisoning with some level of irreversible damage, such as lower intelligence, learning disabilities and behavioral issues.
- New cases of childhood lead paint poisoning are diagnosed every year. Many more could go unreported.
- Recent research shows that new cases can be directly linked to renovations where the work environment was inadequately contained.
- Adults exposed to lead paint can suffer from high blood pressure, headaches, dizziness, diminished motor skills, fatigue and memory loss. Even small levels of exposure to lead paint can harm adults.
- It's not just lead paint chips that poison. Contamination can be caused by only a little bit of lead dust that is easily absorbed by anyone who inhales or ingests it.
- Once poisoned, it's for life and can never be reversed.



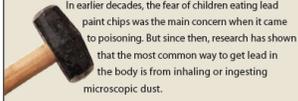
To learn more,  
visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe)  
or call 800-424-LEAD.

IF YOU'RE NOT  
LEAD-SAFE CERTIFIED,  
DISTURBING  
JUST SIX  
SQUARE FEET  
COULD COST YOU  
BIG TIME.

Building Managers: Make sure you or  
your contractor is Lead-Safe Certified.



## WHERE DOES THE LEAD DANGER COME FROM TODAY?



In earlier decades, the fear of children eating lead paint chips was the main concern when it came to poisoning. But since then, research has shown that the most common way to get lead in the body is from inhaling or ingesting microscopic dust.

Renovation creates this dust. Common renovation activities, like sanding, cutting and demolition, can create hazardous lead dust and chips. Proper work practices can protect the people in your building, especially children, from this dust.

Even for small jobs, the key is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods and conducting a careful cleanup. It also means keeping people out of the work area. Most important, it means making sure that anyone who does work in your building is Lead-Safe Certified.



EPA regulations now mandate that any contractor or maintenance staff, from plumbers to electricians to painters, who disturbs more than six square feet of lead paint, replaces windows or does any demolition while working in a pre-1978 home, school or day-care center, must now be Lead-Safe Certified and trained in lead-safe work practices. If not, you could face tens of thousands of dollars in fines. These regulations are now the standard of care for the industry and complying with them will reduce your chance of being involved in potentially expensive lawsuits.

## HOW DO I CHOOSE THE RIGHT CONTRACTOR?

As a property manager or person in the position of authority to choose who renovates your hospital, child-care facility, school, or apartment, it is your responsibility to choose a contractor who is Lead-Safe Certified.

Here are a few helpful tips:

- Ask if the contractor is trained to perform lead-safe work practices and ask to see a copy of their EPA training certificate.
- Make sure your contractor can explain clearly the details of the job and how the firm will minimize lead hazards during the work process.
- Ask what lead-safe methods will be used to set up and perform the job in your hospital, child-care facility, school or apartment.
- Ask for references from at least three recent jobs involving buildings built before 1978, and speak to each personally.
- Always make sure the contract is clear about how the work will be set up, performed and cleaned.

You can verify that a contractor is certified by checking the EPA website at [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe) or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.

## DOES MY STAFF HAVE TO BE LEAD-SAFE CERTIFIED?

Federal law requires that if you or someone on your staff is performing the work your firm must be Lead-Safe Certified and your staff trained in lead-safe work practices. If not, you could face tens of thousands of dollars in fines. Plus, you put the health of yourself, your workers, and your customers at risk, which could result in lawsuits.

These work practices include:

- Containing the work area.
- Avoiding renovation methods that generate large amounts of lead-contaminated dust.
- Cleaning up thoroughly.



### GETTING YOUR LEAD-SAFE CERTIFICATION.

- To become certified, individuals must attend a full-day Renovation, Repair and Painting Rule Course. The price for this course is set by private trainers accredited by the EPA. To find an accredited trainer near you, visit [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe) or call 1-800-424-LEAD.
- Your firm also needs to register with the EPA and pay \$300 to receive official certification.
- To help you through this new regulation, there is a wealth of downloadable support information on our website, [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe).

