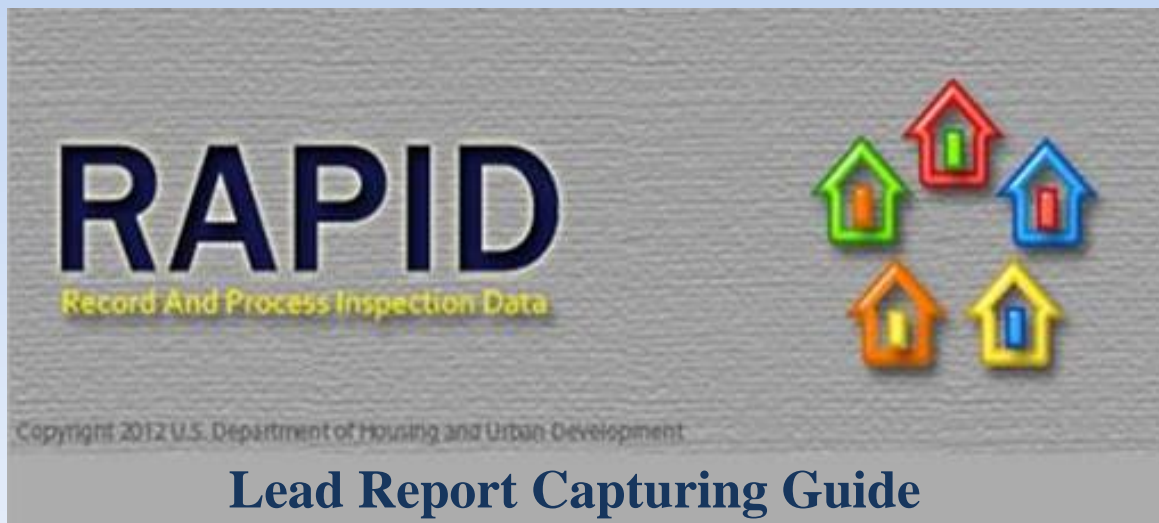


I Believe In

HUD



Step 1:

Select Lead-Based Paint Inspection Reports YES and any other applicable Certificates

Certificates

Indicate the state of the following certificates by choosing one of the three options listed against each certificate item:

Certificate Item	Certificate State for each Certificate Item
Boilers	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Elevators	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Fire Alarms	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Lead-Based Paint Disclosure Forms	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Lead-Based Paint Inspection Reports	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Sprinkler Systems	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable

An explanation of the different Certificate States are provided below:

- Yes - Indicates that the certificate is provided and is not expired
- No - Indicates that the certificate cannot be provided or is expired
- NA - Indicates that the certificate is not applicable for this property

Please note that the Lead Based Paint Disclosure Form and the Lead Based Paint Inspection Report only apply to buildings constructed before January 1, 1978.

Step 2:

Once you have completed the Property Information, generate your sample

The screenshot shows the RAPID 4.0 software interface. At the top, there is a menu bar with options: EHS, Unsuccessful, Upload, Archive, TAC, Transfer, Delete, and Help. Below the menu bar, the main window displays a 'Development' tab. A 'Select Option' dialog box is open in the center, containing the following text: "I certify that I have verified and updated the inspection, property, participant and building information. I understand that failure to verify and update the aforementioned information prior to generating the sample may result in an inaccurate sample that may invalidate the entire inspection." Below this text are two buttons: "I Certify" and "I Do Not Certify".

In the background, the 'Building Sample Information' table is visible:

Building Count	Expected	Actual	Sampled
Residential	3	3	0
Common	1	1	0
Total	4	4	0

Other visible elements include a 'Buildings/Units in Sample' table with columns 'Buildings' and 'Units', a 'Unit Sample Information' table with columns 'Unit Count' and 'Total', and a 'Message(s)' table with columns 'Field' and 'Message'. A 'Generate Sample' button and an 'Exit' button are also present.

Step 3:

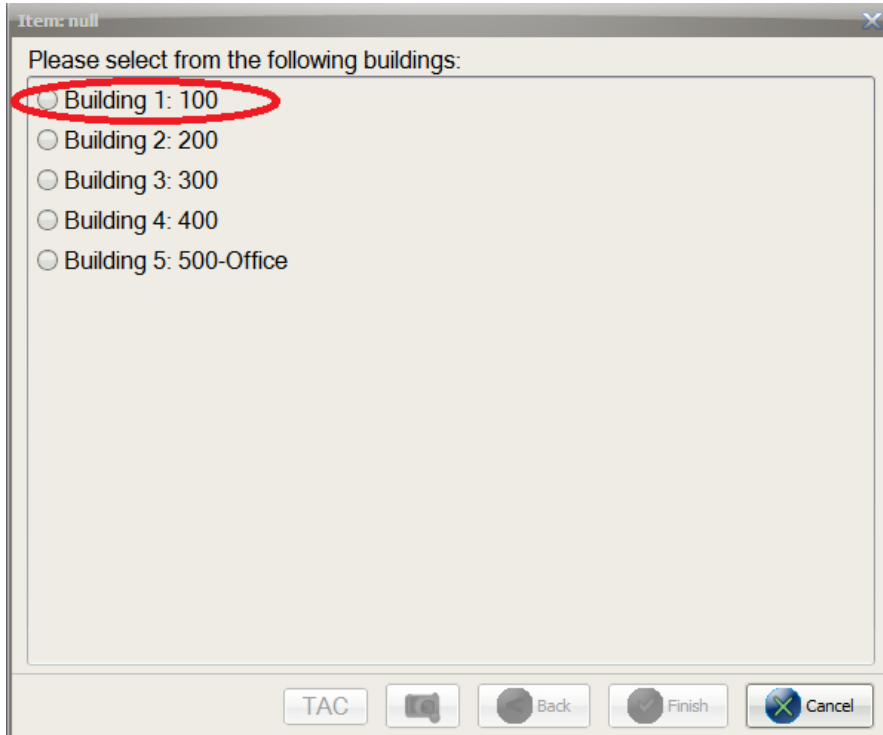
Go to **Site** → Select **OD** on **Health and Safety**

The screenshot shows the RAPID software interface for '524277 - CHEROKEE MANOR APARTMENTS - Site'. The top menu bar includes 'Download', 'Sample', 'EHS', 'Unsuccessful', 'Upload', 'Archive', 'TAC', 'Transfer', 'Delete', and 'Help'. The 'Navigator' on the left shows a tree view with 'Site' selected and circled in red. The main area displays a list of 'Items' with radio buttons for 'NOD', 'OD', and 'NA'. The 'Health and Safety' item at the bottom has the 'OD' radio button selected and circled in red. A 'Deficiencies' panel on the right shows a 'Hazards' folder and 'Expand' and 'Record' buttons.

Item	NOD	OD	NA
Mailboxes and Project Signs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Market Appeal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking Lots/Driveways/Roads	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play Areas and Equipment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refuse Disposal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retaining Walls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm Drainage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walkways and Steps	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Safety	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

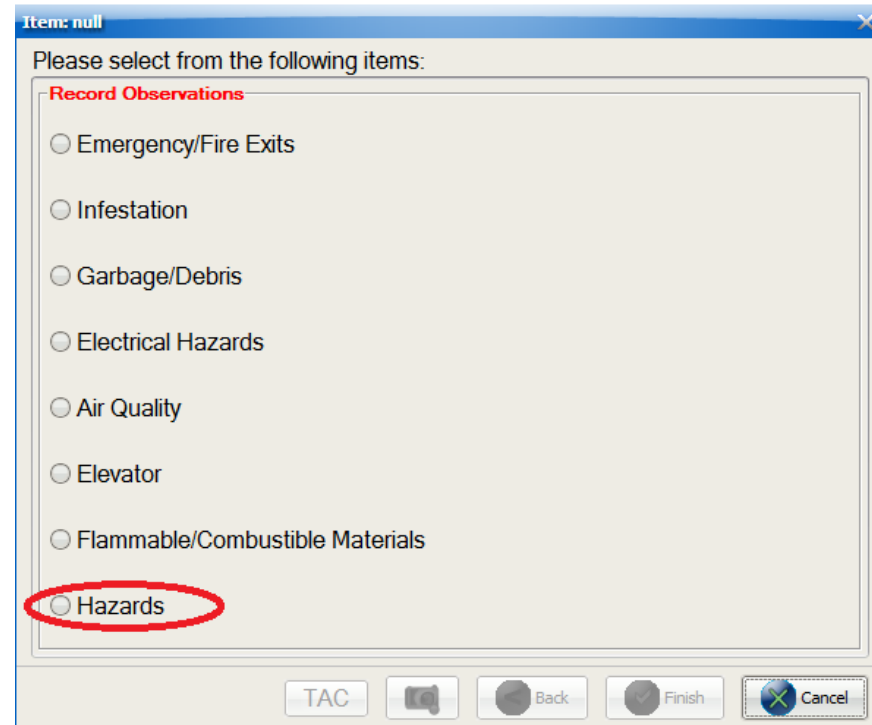
Step 4:

Click on a Building

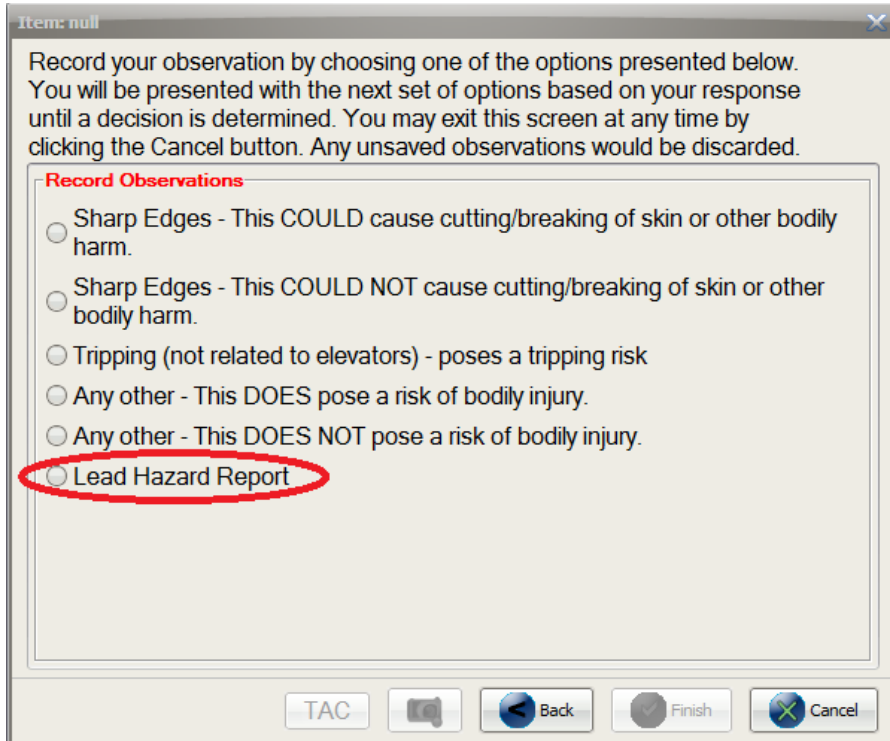


Step 5:

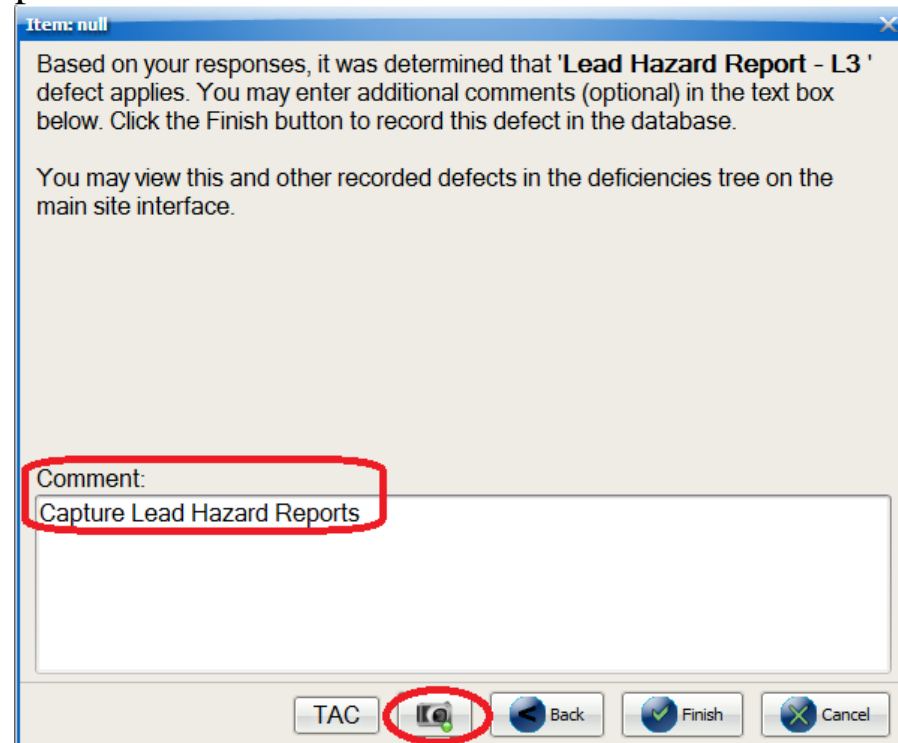
Select Hazards



Step 6:
Select **Lead Hazard Report**



Step 7:
Insert **Comments** and Click on **Camera Icon** to take the picture of the Lead Certificate



Step 8:

Take Picture

Step 9:

Keep the picture if it looks good else it can be discarded and captured again.

Step 10:

Close the Camera and Click on Finish Button. **Lead Hazard Report** will be displayed under **Deficiencies**.

