



**Habitat for Humanity**<sup>®</sup>  
Central Arizona



Dear Peoria Homeowner:

Thank you for your interest in the City of Peoria's Emergency Home Repair Program. This program is designed to assist eligible Peoria homeowners with emergency repairs to maintain the safety and habitability of individual homes.

If you are interested in applying for the Emergency Home Repair Program, please complete the attached application and return to Habitat for Humanity Central Arizona's office. Applications must be submitted in person. Please bring the following supporting documentation when submitting your application.

- Proof of lawful presence in the United States— please see list of acceptable documents attached.
- Proof of most recent mortgage payment along with current mortgage statement.
- Proof of current utility bill.
- Copies of two consecutive months of bank statements (most recent)
- Proof of income for all household members such as:
  - Copy of most recent Federal Tax return along with W-2/1099 forms for all household members.
  - Copy of most recent Social Security Income statement or Social Security Disability Income statement.
  - Copies of two consecutive months of pay stubs (most recent)
  - Social Security Award Letter
  - Copy of record of child support and/or alimony received if applicable
  - Any other income including assistance through the Department of Economic Security (DES)
- Proof of ownership such as:
  - Warranty Deed
  - Joint Tenancy Deed
  - Quit Claim Deed
  - Certificate of Title
  - Deed of Trust

You will be contacted and advised about the status of your application. This program receives funding from the Federal government; all requested information must be provided in order for applications to be considered. Incomplete applications will be returned. Assistance is provided on a first-come, first-served basis.

If you have questions regarding this application packet, please contact Habitat for Humanity Central Arizona Emergency home Repair Case Manager at 623-340-6567.

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The City of Peoria and Habitat for Humanity do not discriminate against any individual or program applicant on the basis of race, religion, color, sex, sexual orientation, gender identity, marital status, age, handicap, familial status or national origin.

Reasonable accommodations made upon request.

We proudly work with AZ Relay Services (TTD) 711 to provide access to the hearing impaired.



**Habitat for Humanity**  
Central Arizona



PEORA EMERGENCY HOME REPAIRS FILE CHECK LIST

Job No. \_\_\_\_\_ Tele No.: \_\_\_\_\_

Client Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Application (Left side before job begins):

- \_\_\_\_\_ Program Guidelines, signed
- \_\_\_\_\_ Rules of Conduct, signed
- \_\_\_\_\_ Verification of Lawful Presence
- \_\_\_\_\_ Application
- \_\_\_\_\_ Income Eligibility
- \_\_\_\_\_ Conflict of Interest
- \_\_\_\_\_ Screening Criteria
- \_\_\_\_\_ Consent and Acknowledgement
- \_\_\_\_\_ Toxic Substance Acknowledgement
- \_\_\_\_\_ Proof of Income (2 months)
- \_\_\_\_\_ Most recent Tax Return
- \_\_\_\_\_ Benefit Award ltr- SSI etc.
- \_\_\_\_\_ Copy of 401k,
- \_\_\_\_\_ Retirement Statements
- \_\_\_\_\_ Bank Statements (2 months)
- \_\_\_\_\_ Mortgage Statement/ Space Rent
- \_\_\_\_\_ Utility Statement
- \_\_\_\_\_ Proof of Ownership
- \_\_\_\_\_ Application Approval Letter

Job Summary (Right side after job complete):

- \_\_\_\_\_ Environmental Review
- \_\_\_\_\_ Job Summary
- \_\_\_\_\_ Repair Contract/Property Permission form
- \_\_\_\_\_ Scope of Work
- \_\_\_\_\_ Invitation to Bid
- \_\_\_\_\_ Bids / Approved Bids
- \_\_\_\_\_ Check Request and Invoices
- \_\_\_\_\_ Lien Paperwork
- \_\_\_\_\_ Warranty Paperwork
- \_\_\_\_\_ Completion Contract

Lead Testing (Right Side if applicable)

- Year Constructed: \_\_\_\_\_
- Testing Completed:  Yes  N/A
- \_\_\_\_\_ Lead Testing Results

NOTES:

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\_\_\_\_\_ Application Approval

\_\_\_\_\_ File Completion Approval



Habitat for Humanity®  
Central Arizona



# EMERGENCY HOME REPAIR PROGRAM

## PROGRAM GUIDELINES

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The Emergency Repair Program provides assistance to homeowners in Peoria to perform emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance shall be granted based on priority and eligibility of emergency.

**Please read the following program eligibility requirements and rules before completing and submitting your application:**

- Recipients of services must be income eligible per U.S. Department of Housing and Urban Development (HUD) definitions (24 CFR 570.3) and per published income limits which can be found at <https://www.huduser.gov/portal/datasets/il.html>
- Applicants (or any persons in the household) who are convicted felons, who are incarcerated or who have not had their civil rights restored, are not eligible to participate or receive funding from this program.
- Applicants (or any persons in the household) who have registered, or are required to register, as level two or level three sex offenders under Arizona Revised Statutes, Title 13, Chapter 38, Article 3 are not eligible to participate in or receive funding from this program.
- Financial assistance is not available to persons who are not in eligible status with respect to citizenship or noncitizen immigration status.
- Applicants will be required to acknowledge that Habitat and/or the City may verify any or all of the information provided by the applicant in connection with the application.
- Applicants will be required to acknowledge that Habitat and/or the City may remove the applicant from the program and seek a refund of any monies paid if Habitat and/or the City determines that any statement or information provided by the applicant is false or fraudulent.
- Assisted home must be located within the Peoria city limits.
- Lifetime assistance to an individual, family, or household shall not exceed \$20,000.
- Lifetime assistance to an individual, family, or household residing in a **manufactured home on a rented/leased lot** shall not exceed \$5,000 or 75% of the Full Cash Value of the manufactured home, as reported by the Maricopa County Assessor's Office.
- Lifetime assistance to an individual, family, or household residing in a **manufactured home not on a rented/leased lot** shall not exceed \$20,000 or 75% of the Full Cash Value of the manufactured home, as reported by the Maricopa County Assessor's Office.
- The following items are disallowed by this program
  - Costs of equipment, furnishings, or other personal property that is not an integral structural fixture, such as a window air conditioner or washer and dryer.
  - Labor costs for applicant(s) to rehabilitate their own property.
- No assistance will be provided for the purpose of preparing a residence for sale or title transfer.

- Mortgage and property taxes must be current.
- Participant(s) must not own additional properties (i.e. second home, rental property, etc.).
- Manufactured homes built prior to June 15, 1976 are not eligible for assistance.
- Property must pass an Environmental Review prior to any rehabilitation.
- A lien will be attached to the property, based on current HOME Program affordability period guidelines, at the time cumulative or current expenditures reach \$5,000. Five (5) year lien (\$5,000-\$14,999.99); 10 year lien (\$15,000-\$20,000)
- Applicants will be required to execute a promissory note for the monetary value of assistance provided.
- Applicants must occupy the property as their primary residence. Occupancy is defined as 274 of the last 365 days.
- Payment for assistance will be made directly to the contractor(s); no payments shall be made directly to the qualified person, family or household.
- Applicants must disclose relations to or business with an employee, agent, consultant, officer, or elected/ appointed official of the City of Peoria or Habitat for Humanity Central Arizona. No assistance will be provided if it is determined that a conflict of interest exists.

### **Eligibility Standards**

The Emergency Repair Program is only available to income eligible, homeowner-occupied applicants. Assistance is provided to those applicants who meet low-to-moderate income standards, mandated by the Department of Housing and Urban Development (HUD). These guidelines are frequently updated and reflect income categories based on family size. The household income cannot exceed 80% of the Area Median Income. Eligibility for Emergency Assistance or determination of ineligibility is based on the total gross annual income for the household size in accordance with HUD's income standards. Income qualification is required, even if the applicant is certified as disabled or elderly. In addition to meeting the income guidelines, applicants must own and live in their homes.

### **Program Operation**

The Program shall provide emergency repairs and/or replacement for owner-occupied, income-eligible households within the City of Peoria. Eligible repairs and/or replacement shall be made to components that affect the immediate livability of the home, as determined by the Emergency Repair Manager.

The Emergency Repair Program is administered through a partnership between the City and a non-profit agency, Habitat for Humanity Central Arizona. Homeowner's requesting Emergency Assistance shall request an Emergency Repair Application packet through the City's Community Assistance Division Office or by contacting Habitat for Humanity Central Arizona directly. Applications will also be available for pick up at the Development and Community Services Building located at 9875 N. 85<sup>th</sup> Avenue, mailed, or downloaded through [www.peoriaaz.gov](http://www.peoriaaz.gov).

The completed application packet shall be returned to Habitat for Humanity Central Arizona's Peoria office with copies of the following information:

- Proof of lawful presence in the United States of all members of the household 18 years of age and older.
- Proof of most recent mortgage payment along with current mortgage statement.
- Proof of income for all household members, including a copy of the most recent Federal Tax return along with W-2/1099 forms for all household members
- Deed to property (Warranty, Joint tenancy or Quit Claim Deed)

- Bank Statement from the last 2 consecutive months
- Most current Benefit Award letters if available (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)

The completed application is screened to determine if the applicant meets specific criteria required for the program (e.g., income eligibility rules) and to ensure there are no missing documents, information or signatures. Habitat will then schedule a inspection of your home and a U.S. Department of Housing and Urban Development (HUD) Environmental Review will be scheduled with the City’s contract agency.

Upon successful completion of the above items, an approval or denial letter will be mailed to the applicant. The applicant may also be notified by telephone with a follow-up letter. If approved, the letter will state the work to be performed. The applicant must sign a Work Order authorizing and agreeing to the work to be performed as well as providing Habitat and/or the approved contractors the right to enter onto the property to perform the work.

At the completion of the job, Habitat will inspect and document the completed work with photographs and the applicant will sign the Work Order affirming all agreed upon work was completed. The applicant will sign a lien and promissory note if the completed (or accumulated) work reaches a minimum of \$5,000. Five (5) year lien (\$5,000-\$14,999.99); 10 year lien (\$15,000-\$20,000). The completed lien and promissory note will be recorded with Maricopa County and a copy of the recorded document will be mailed to the applicant.

Peoria residents may obtain information about this program by contacting the City of Peoria at 623-773-5140 or by contacting the Emergency Repair Case Manager at Habitat by calling 623-340-6567.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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Central Arizona



# EMERGENCY HOME REPAIR PROGRAM

## RULES OF CONDUCT

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Rules of conduct for applicants, co-applicants and household members are as follows:

- Applicants, co-applicants, persons in the household or on the premise who are verbally abusive to, or threaten any City staff member, Habitat staff member, or contractor in any way, will be removed from the program and will become ineligible for future assistance. As necessary, any work in progress on the assisted household will cease and will not be completed. Completion of work will be the responsibility of applicant and no financial assistance will be provided by the City. The City will only reimburse contractors for work performed prior to the assistance being revoked.
- Applicants who do not comply with instructions from contractors regarding property preparation for work to be accomplished may be removed from the program. Examples of contractor requests are:
  - removal of debris from the property to provide adequate work space
  - moving furniture or debris to provide access to an area
  - locking up or removing a dangerous animal
- Applicants who do not allow access to the property at times mutually scheduled with the contractor(s) may be removed from the program.
- Any costs associated with a service call (including fuel surcharges) for a missed appointment will be billed directly to the applicant by the contractor and will not be paid by the City or the program.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**AFFIDAVIT DEMONSTRATING LAWFUL  
PRESENCE IN THE UNITED STATES**

**APPLICANT**

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a grant, contract, or loan) must demonstrate through the presentation of the following documents that he/she is lawfully present in the United States.

**LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF:**

One (1) document from List A, or  
One (1) document from List B **and** one (1) document from List C (An item from List C can satisfy List A if includes photo)

*All documents must be unexpired*

<b>LIST A</b> Documents that establish both identity and lawful presence	<b>LIST B</b> Documents that establish identity	<b>List C</b> Documents that establish lawful presence <i>This can satisfy LIST A IF includes photo</i>
<input type="checkbox"/> Arizona driver's license or ID card issued on or after 1996 First 4 numbers/letters _____	<input type="checkbox"/> Arizona driver's license or ID card issued prior to 1996 First 4 numbers/letters _____	<input type="checkbox"/> Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States Last 4 numbers: _____
<input type="checkbox"/> U.S. Passport or U.S. Passport Card First 4 numbers/letters _____	<input type="checkbox"/> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address First 4 numbers/letters _____ Issuing state: _____	<input type="checkbox"/> Certification of Birth Abroad issued by the Department of State (Form FS-545) Year of birth: _____ Place of birth: _____
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) First 3 alien resident numbers _____	<input type="checkbox"/> School ID card with a photograph First 4 numbers of ID: _____ Name of school: _____	<input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350) Year of birth: _____ Place of birth: _____
<input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa First 4 numbers/letters on passport: _____ Passport valid through: _____ First 4 numbers/letters on Visa: _____	<input type="checkbox"/> Voter's registration card First 4 numbers: _____	<input type="checkbox"/> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Year of birth _____ Place of birth _____
<input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766) First 4 numbers/letters of doc.: _____	<input type="checkbox"/> U.S. Military card or draft record First 4 numbers: _____	<input type="checkbox"/> U.S. Citizen ID Card (Form I-197) First 4 numbers: _____
<input type="checkbox"/> In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form First 4 numbers of I-94: _____	<input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card First 4 numbers: _____	<input type="checkbox"/> Identification card for use of resident citizen in the United States (Form I-179) First 4 numbers: _____
<input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 indicating nonimmigrant admission under the Compact of Free Association between the United States the FSM or RMI First 4 numbers of passport: _____	<input type="checkbox"/> Native American tribal document Date of issuance: _____ Name of Tribe: _____	<input type="checkbox"/> Employment authorization document issued by the Department of Homeland Security First 4 numbers: _____
	<input type="checkbox"/> Driver's license issued by a Canadian government authority First 4 numbers/letters: _____	<input type="checkbox"/> Refugee travel document Date of Issuance: _____ Refugee Country: _____
		<input type="checkbox"/> United States Certificate of Naturalization First 4 numbers of CIS Reg. No. _____

In accordance with the requirements of State Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document(s) I presented to establish this presence is true and correct.

\_\_\_\_\_  
Applicant's Signature Date

Document(s) verified by:  
  
\_\_\_\_\_  
Initial Date

**AFFIDAVIT DEMONSTRATING LAWFUL  
PRESENCE IN THE UNITED STATES**

**CO-APPLICANT**

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a grant, contract, or loan) must demonstrate, through the presentation of the following documents, that he/she is lawfully present in the United States.

**LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF:**

- One (1) document from List A, or
  - One (1) document from List B **and** one (1) document from List C (An item from List C can satisfy List A if includes photo)
- All documents must be unexpired*

<b>LIST A</b> Documents that establish both identity and lawful presence	<b>LIST B</b> Documents that establish identity	<b>List C</b> Documents that establish lawful presence <i>This can satisfy LIST A IF includes photo</i>
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<input type="checkbox"/> U.S. Passport or U.S. Passport Card First 4 numbers/letters: _____	<input type="checkbox"/> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address First 4 numbers/letters: _____ Issuing state: _____	<input type="checkbox"/> Certification of Birth Abroad issued by the Department of State (Form FS-545) Year of birth: _____ Place of birth: _____
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) First 3 alien resident numbers: _____	<input type="checkbox"/> School ID card with a photograph First 4 numbers of ID: _____ Name of school: _____	<input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350) Year of birth: _____ Place of birth: _____
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	<input type="checkbox"/> Driver's license issued by a Canadian government authority First 4 numbers/letters: _____	<input type="checkbox"/> Refugee travel document Date of Issuance: _____ Refugee Country: _____
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In accordance with the requirements of State Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document(s) I presented to establish this presence is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Document(s) verified by:	
_____ Initial	_____ Date



# EMERGENCY HOME REPAIR PROGRAM APPLICATION

<b>Date:</b>					
Applicant Name:	Date of Birth:	Are you Disabled? Yes      No	Are you a Veteran? Yes      No		
Co-Applicant Name:	Date of Birth:	Are you Disabled? Yes      No	Are you a Veteran? Yes      No		
<b>THE FOLLOWING INFORMATION IS FATHERED TO COMPLY WITH FEDERAL CDBG PROGRAM REQUIREMENTS.</b>					
Address: (Number) (Street)		(City)	(State)	(Zip)	
Phone Number:		Alternate Phone Number:	Message Phone Number:		
Do you own any other real estate property?      Yes      No      If "Yes", please list address:					
Applicant: Female head of household?    yes    no      Elderly?    yes    no			Co-Applicant: Female head of household?    yes    no      Elderly?    yes    no		
<b>TOTAL</b> Number of Persons living in the household:					
Please list the names, relationships, and dates of birth of <b>all</b> other adults ( <b>18 years and older</b> ) in the household:					
Name:	Relationship:	Date of Birth:	Disabled	Veteran	Elderly (62+)
1.			yes    no	yes    no	yes    no
2.			yes    no	yes    no	yes    no
3.			yes    no	yes    no	yes    no
4.			yes    no	yes    no	yes    no
5.			yes    no	yes    no	yes    no
6.			yes    no	yes    no	yes    no
For <u>each</u> occupant of the home, use the following code for race:					
American Indian or Alaskan Native = 1			Black or African American = 6		
American Indian or Alaskan Native & Black or African American = 2			Black or African American & white = 7		
American Indian or Alaskan Native & white = 3			Native Hawaiian or other Pacific Islander = 8		
Asian = 4			Other multi racial = 9		
Asian & white = 5			White = 10		
Name:	Relationship:	Race Code:	Hispanic Heritage (yes/no)		
1.					
2.					
3.					
4.					
5.					
6.					





# EMERGENCY HOME REPAIR PROGRAM

## APPLICANT INCOME ELIGIBILITY AND CERTIFICATION

NAME:

ADDRESS:

APPLICATION TYPE: **EMERGENCY HOME REPAIR**

FAMILY STATUS:

NUMBER IN FAMILY:

NUMBER PERSONS UNDER 18:

Name	Relation	Age	Sex	Name	Relation	Age	Sex
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			

**ANNUAL GROSS INCOME**

Member No.	Description	Verification Document	Calculation <i>(see attachment if applicable)</i>	Amount

**ASSETS\***

Member No.	Description	Verification Document	Calculation <i>(see attachment if applicable)</i>	Amount

**Total Gross Income** \$

**ELIGIBILITY DETERMINATION**

80% Income Limit                    \$ \_\_\_\_\_

Total Gross Annual Income       \$ \_\_\_\_\_

Income based on \_\_\_\_\_ member family

**Program Manager has determined that the applicant is (circle one):**

ELIGIBLE                    NOT ELIGIBLE

Program Manager Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2019 AMI**

Size	1	2	3	4	5	6	7	8
Median								
80%	\$40,850	\$46,650	\$52,500	\$58,300	\$63,000	\$67,650	\$72,300	\$77,000
50%	\$25,550	\$29,200	\$32,850	\$36,450	\$39,400	\$42,300	\$45,200	\$48,150
30%	\$15,300	\$17,500	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430







**Habitat for Humanity®**  
Central Arizona



# EMERGENCY HOME REPAIR PROGRAM

## INITIAL SCREENING CRITERIA

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Please answer the following questions - If the answer is YES, please provide an explanation.

1. Have you ever received financial assistance from the City of Peoria?  Yes  No

(e.g., emergency home rehabilitation or utility assistance)

If yes, please describe: \_\_\_\_\_

When was assistance received? \_\_\_\_\_

If assistance was for home rehabilitation, what was the address this assistance was used on?

\_\_\_\_\_

2. List other names you have used in the past or are currently using, including maiden and/or married names:

\_\_\_\_\_

3. List other Social Security Numbers you have used in the past, if any:

\_\_\_\_\_

4. Are you, or anyone residing in the residence, a convicted felon who is incarcerated or has not had his or her civil rights restored?

**Please write your answer as yes or no:** \_\_\_\_\_

5. Are you, or anyone residing in the residence, registered or required to register as a level two or level three sex offender under Arizona Revised Status, Title 13, Chapter 38, Article 3?

**Please write your answer as yes or no:** \_\_\_\_\_

6. Is your house currently for sale or are you preparing your house for sale? \_\_\_\_\_

7. Are you at risk for foreclosure on your residence? \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date



Habitat for Humanity®  
Central Arizona



# EMERGENCY HOME REPAIR PROGRAM

## CONSENT AND ACKNOWLEDGEMENT

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I/we understand and acknowledge the following:

- Recipients of services must be income eligible per U.S. Department of Housing and Urban Development (HUD) definitions (24 CFR 570.3) and per published income limits which can be found at <http://www.huduser.org/datasets/pdrdatas.html>
- Applicants (or any persons in the household) who are convicted felons, who are incarcerated or who have not had their civil rights restored, are not eligible to participate or receive funding from this program.
- Applicants (or any persons in the household) who have registered, or are required to register, as level two or level three sex offenders under Arizona Revised Statutes, Title 13, Chapter 38, Article 3 are not eligible to participate in or receive funding from this program.
- Financial assistance is not available to persons who are not in eligible status with respect to citizenship or noncitizen immigration status.
- Applicants acknowledge that the City may verify any or all of the information provided by the applicant in connection with the application.
- Applicants acknowledge that the City may remove the applicant from the program and seek a refund of any monies paid if the City determines that any statement or information provided by the applicant is false or fraudulent.
- Assisted home must be located within the Peoria city limits.
- Lifetime assistance to an individual, family, or household shall not exceed \$20,000.
- Assistance that reaches \$5,000 (one time or accumulated) will have a lien attached to the property, based on current HOME Program affordability period guidelines. Current guidelines are as follows:
  - \$5,000-\$14,999.99 in assistance yields a 5-year lien
  - \$15,000-\$20,000 in assistance yields a 10-year lien
- Lifetime assistance to an individual, family, or household residing in a **manufactured home on a rented/leased lot** shall not exceed \$5,000 or 75% of the Full Cash Value of the manufactured home, as reported by the Maricopa County Assessor's Office.
- Lifetime assistance to an individual, family, or household residing in a **manufactured home not on a rented/leased lot** shall not exceed \$20,000 or 75% of the Full Cash Value of the manufactured home, as reported by the Maricopa County Assessor's Office.
- The following are disallowed by this program
  - Creation of a secondary housing unit attached to a primary unit.
  - Installation of luxury items, such as a swimming pool.
  - Costs of equipment, furnishings, or other personal property that is not an integral structural fixture, such as a window air conditioner or washer and dryer.
  - Labor costs for applicant(s) to rehabilitate their own property.
- No assistance will be provided for the purpose of preparing a residence for sale or title transfer.

- That the mortgage and taxes must be current on my property.
- Property must pass an Environmental Review prior to any rehabilitation. The City will provide the HUD Environmental Review to ensure it is performed by a licensed professional in compliance with HUD standards.
- Sale or transfer of the assisted property prior to expiration of the lien will result in full repayment of the lien amount to the City.
- Applicants will be required to execute a promissory note for the monetary value of assistance provided.
- Applicants must occupy the property as their primary residence.
- Payment for assistance will be made directly to the contractor(s); no payments shall be made directly to the qualified person, family or household.
- Applicants must disclose relations to or business with an employee, agent, consultant, officer, or elected/ appointed official of the City of Peoria. No assistance will be provided if it is determined that a conflict of interest exists.
- I/we have received the EPA brochures *“Protect Your Family from Lead in Your Home”* and *“The Lead-Safe Certified Guide to Renovate Right”* and *“A Citizen's Guide to Radon.”*  
 Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting or occupying pre-1978 housing, household occupants must be aware of known lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.
- Lead-based paint tests are required if the house was built prior to 1978.
- Radon comes from the natural (radioactive) breakdown of uranium in soil, rock and water. Radon is found all over the United States and moves from the ground to the air. Radon exposure can lead to lung cancer.

I acknowledge that any discussion with any City employee regarding home rehabilitation assistance is only for informational purposes and may not be considered a binding commitment on the part of the City of Peoria to provide monetary or technical assistance to the project. I further acknowledge that any rehabilitation activity begun prior to project approval is at the risk and expense of the property owner.

I certify that all statements and all information made on this application are true and correct.

I understand that this program receives funding from the Federal government and that it is a federal crime punishable by fine, imprisonment, or both, to knowingly make false statements concerning any of the facts applicable to receiving assistance.

Applicant consents to and acknowledges that the City may verify any or all of the information provided by the applicant in connection with the application. The City may remove the applicant from the program and seek a refund of any monies paid if the City determines that any statement or information provided by the applicant or co-applicant is false or fraudulent.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_





**Habitat for Humanity**<sup>®</sup>  
Central Arizona



# EMERGENCY HOME REPAIR PROGRAM

## AFFIRMATION OF ZERO INCOME

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I, \_\_\_\_\_, affirm that I have no income at this time. When my income commences, I will immediately notify the City of Peoria and Habitat Emergency Home Repair.

The information I have provided is true and complete to the best of my knowledge.

\_\_\_\_\_

Applicant Name (please print or type)

\_\_\_\_\_

Applicant Signature

Date

**WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OF MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT, AS TO ANY MATTER WITHIN ITS JURISDICTION; MISREPRESENTATION OF ANY INFORMATION IS GROUNDS FOR INELIGIBILITY/TERMINATION OF HOUSING ASSISTANCE.**

## NO BANK ACCOUNT

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The purpose of this letter is to inform you that I do not have a bank account at this time.

\_\_\_\_\_

Applicant Name (please print or type)

\_\_\_\_\_

Applicant Signature

Date

**SPECIAL NOTES FOR FILE:**



**Habitat for Humanity**<sup>®</sup>  
Central Arizona



Job # \_\_\_\_\_

### REPAIR CONTRACT

This agreement is between Habitat for Humanity Central Arizona (herein known as HFHCAZ and \_\_\_\_\_ (herein known as customer) and shall cover the work to be performed by HFHCAZ and all sub-contractors used in the repair.

I \_\_\_\_\_ authorize HFHCAZ, and its contractor(s), to enter onto the property to assess and perform the approved emergency repair(s). This only covers required work as explained by HFHCAZ.

Location Address: \_\_\_\_\_

\_\_\_\_\_

Description of emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Customer

\_\_\_\_\_ Date: \_\_\_\_\_

HHFCAZ Authorized Representative

\_\_\_\_\_ Date: \_\_\_\_\_

Representative's title with HFHCAZ

\_\_\_\_\_



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# Protect Your Family From Lead in Your Home

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United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

## Are You Planning to Buy or Rent a Home Built Before 1978?

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Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

### Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

### Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

### If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



## Simple Steps to Protect Your Family from Lead Hazards

### If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

## Lead Gets into the Body in Many Ways

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### Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

### Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



### Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

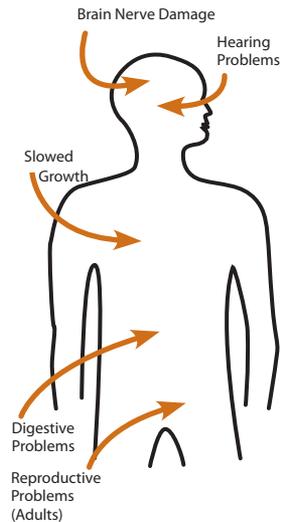
## Health Effects of Lead

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**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

### **In children, exposure to lead can cause:**

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

### **In adults, exposure to lead can cause:**

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

## Check Your Family for Lead

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**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

**Your doctor can explain what the test results mean and if more testing will be needed.**

## Where Lead-Based Paint Is Found

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In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

### **Lead can be found:**

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

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<sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

<sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

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**Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint)** is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

**Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

# Checking Your Home for Lead

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You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## Checking Your Home for Lead, continued

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In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://www.epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

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<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## What You Can Do Now to Protect Your Family

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**If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:**

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

## Reducing Lead Hazards

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**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

## Reducing Lead Hazards, continued

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**If your home has had lead abatement work done** or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills
- 400  $\mu\text{g}/\text{ft}^2$  for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](https://www.epa.gov/lead), or call 1-800-424-LEAD.

## Renovating, Repairing or Painting a Home with Lead-Based Paint

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**If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:**

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



**RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:**

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

## Other Sources of Lead

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### Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

### Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.\*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](http://epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

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\* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## Other Sources of Lead, continued

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- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.<sup>4</sup>
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

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<sup>4</sup> In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

## For More Information

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### **The National Lead Information Center**

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call **1-800-424-LEAD (5323)**.

### **EPA's Safe Drinking Water Hotline**

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### **Consumer Product Safety Commission (CPSC) Hotline**

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### **State and Local Health and Environmental Agencies**

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at [epa.gov/lead](http://epa.gov/lead), or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

# U. S. Environmental Protection Agency (EPA)

## Regional Offices

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The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-7836

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
WWPD/TOPE  
Lenexa, KS 66219  
(800) 223-0425

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Solid Waste & Toxics Unit (WCM-128)  
1200 Sixth Avenue, Suite 900  
Seattle, WA 98101  
(206) 553-1200

## Consumer Product Safety Commission (CPSC)

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The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

### CPSC

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

## U. S. Department of Housing and Urban Development (HUD)

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HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

### HUD

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)

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# IMPORTANT!

## **Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly**

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

# THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)

[epa.gov/getleadsafe](http://epa.gov/getleadsafe)

EPA-740-K-10-001

Revised September 2011



Important lead hazard information for families, child care providers and schools.



This document may be purchased through the U.S. Government Printing Office online at [bookstore.gpo.gov](http://bookstore.gpo.gov) or by phone (toll-free): 1-866-512-1800.



# IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.



## WHO SHOULD READ THIS PAMPHLET?

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### This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

### You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

### This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at **1-800-424-LEAD (5323)** for more information.
- **“Do-it-yourself”** projects. If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at **1-800-424-LEAD (5323)** and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at **1-800-424-LEAD (5323)** for information about courses and resources on lead-safe work practices.



## RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

### The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

## SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

### Occupant Confirmation

Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

### Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

**Note Regarding Mailing Option** — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.



## LEAD AND YOUR HEALTH

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### Lead is especially dangerous to children under six years of age.

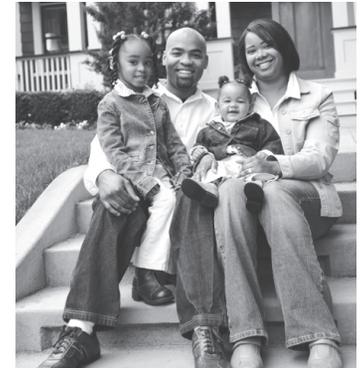
Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

### Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



### What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at [epa.gov/lead/pubs/leadinfo](https://www.epa.gov/lead/pubs/leadinfo) or call 1-800-424-LEAD (5323).

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### There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

## WHERE DOES THE LEAD COME FROM?

### Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

### Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

### Proper work practices protect you from the dust.

The key to protecting yourself and your family during a renovation, repair or painting job 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, as described in this pamphlet.

### Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



## OTHER FEDERAL AGENCIES

### CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

### CPSC

4330 East West Highway  
Bethesda, MD 20814  
Hotline 1-(800) 638-2772  
[cpsc.gov](http://cpsc.gov)

### CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

### CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40  
Atlanta, GA 30341  
(770) 488-3300  
[cdc.gov/nceh/lead](http://cdc.gov/nceh/lead)

### HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

### U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
HUD's Lead Regulations Hotline  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)

## EPA CONTACTS

### EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at [epa.gov/lead](http://epa.gov/lead).

#### Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)  
Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100  
One Congress Street  
Boston, MA 02114-2023  
(888) 372-7341

#### Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)  
Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

#### Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)  
Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA  
19103-2029  
(215) 814-5000

#### Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)  
Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960  
(404) 562-9900

#### Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
Regional Lead Contact  
U.S. EPA Region 5  
77 West Jackson Boulevard  
Chicago, IL 60604-3507  
(312) 886-6003

#### Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)  
Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue,  
12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

#### Region 7

(Iowa, Kansas, Missouri, Nebraska)  
Regional Lead Contact  
U.S. EPA Region 7  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7003

#### Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop Street  
Denver, CO 80202  
(303) 312-6312

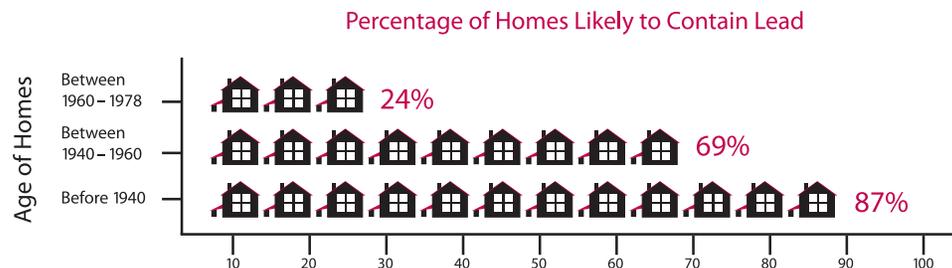
#### Region 9

(Arizona, California, Hawaii, Nevada)  
Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-8021

#### Region 10

(Alaska, Idaho, Oregon, Washington)  
Regional Lead Contact  
U.S. EPA Region 10  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1200

## CHECKING YOUR HOME FOR LEAD-BASED PAINT



### Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

### You have the following options:

#### You may decide to assume your home, child care facility, or school contains lead.

Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

#### You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at **1-800-424-LEAD (5323)**.

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

## FOR PROPERTY OWNERS

### You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

### Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at [epa.gov/getleadsafe](http://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.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes 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.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

### If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

## FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or [epa.gov/lead/nlic](http://epa.gov/lead/nlic) can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at [epa.gov/lead/pubs/brochure](http://epa.gov/lead/pubs/brochure)

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

## FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

### EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

### Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

#### What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

#### How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at [epa.gov/lead/pubs/locate](http://epa.gov/lead/pubs/locate) or contact the National Lead Information Center at **1-800-424-LEAD (5323)**.
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



## FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

### You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.



### If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline **1-800-424-LEAD (5323)**.

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



## PREPARING FOR A RENOVATION

### The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

### You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



## DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

The work practices the contractor must follow include these three simple procedures, described below:

**1. Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:

- Cover the floors and any furniture that cannot be moved.
- Seal off doors and heating and cooling system vents.
- For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

**2. Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited.

They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

**3. Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.



# A Citizen's Guide to Radon

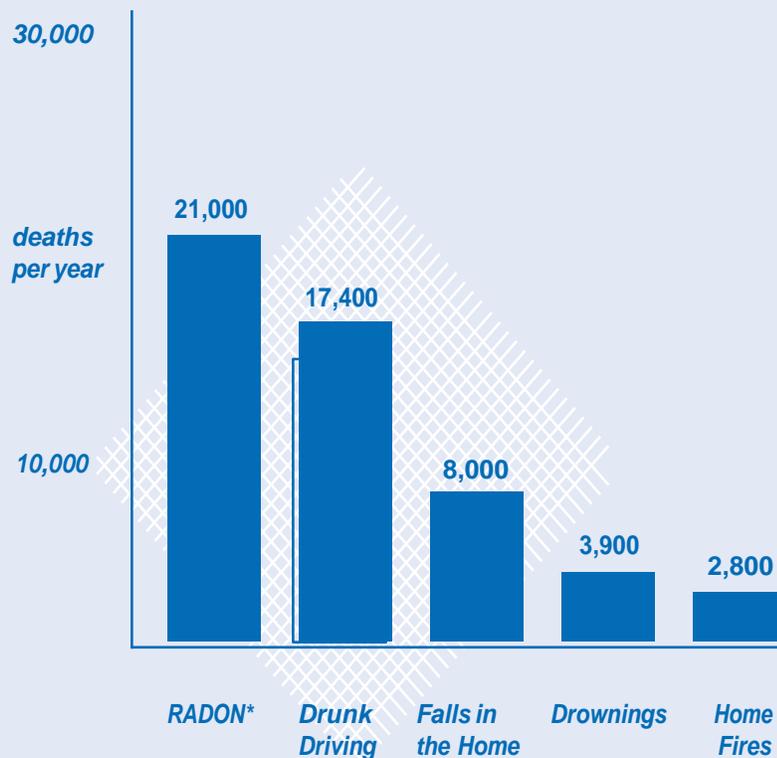
The Guide to Protecting  
Yourself and Your Family from  
Radon



## EPA Recommends:

- ▼ **Test your home for radon—it's easy and inexpensive.**
- ▼ **Fix your home if your radon level is 4 picocuries per liter (pCi/L) or higher.**
- ▼ **Radon levels less than 4 pCi/L still pose a risk, and in many cases may be reduced.**

**Radon is estimated to cause thousands of lung cancer deaths in the U.S. each year.**



\*Radon is estimated to cause about 21,000 lung cancer deaths per year, according to EPA's 2003 Assessment of Risks from Radon in Homes (EPA 402-R-03-003). The numbers of deaths from other causes are taken from the Centers for Disease Control and Prevention's 1999-2001 National Center for Injury Prevention and Control Report and 2002 National Safety Council Reports.

# OVERVIEW

## ***Radon is a cancer-causing, radioactive gas.***

You can't see radon. And you can't smell it or taste it. But it may be a problem in your home.

Radon is estimated to cause many thousands of deaths each year. That's because when you breathe air containing radon, you can get lung cancer. In fact, the Surgeon General has warned that radon is the second leading cause of lung cancer in the United States today. Only smoking causes more lung cancer deaths. **If you smoke and your home has high radon levels, your risk of lung cancer is especially high.**

## ***Radon can be found all over the U.S.***

Radon comes from the natural (radioactive) breakdown of uranium in soil, rock and water and gets into the air you breathe. Radon can be found all over the U.S. It can get into any type of building—homes, offices, and schools—and result in a high indoor radon level. But you and your family are most likely to get your greatest exposure at home, where you spend most of your time.

## ***You should test for radon.***

Testing is the only way to know if you and your family are at risk from radon. EPA and the Surgeon General recommend testing all homes below the third floor for radon. EPA also recommends testing in schools.

Testing is inexpensive and easy—it should only take a few minutes of your time. Millions of Americans have already tested their homes for radon (see page 5).

## ***You can fix a radon problem.***

Radon reduction systems work and they are not too costly. Some radon reduction systems can reduce radon levels in your home by up to 99%. Even very high levels can be reduced to acceptable levels.

## ***New homes can be built with radon-resistant features.***

Radon-resistant construction techniques can be effective in preventing radon entry. When installed properly and completely, these simple and inexpensive techniques can help reduce indoor radon levels in homes. In addition, installing them at the time of construction makes it easier and less expensive to reduce radon levels further if these passive techniques don't reduce radon levels to below 4 pCi/L.

**Every new home should be tested after occupancy, even if it was built radon-resistant.** If radon levels are still in excess of 4 pCi/L, the passive system should be activated by having a qualified mitigator install a vent fan. For more explanation of radon resistant construction techniques, refer to EPA publication, *Building Radon Out: A Step-by-Step Guide on How to Build Radon-Resistant Homes* (see page 15).

# HOW DOES RADON GET INTO YOUR HOME?

**Any home may have a radon problem.**

Radon is a radioactive gas. It comes from the natural decay of uranium that is found in nearly all soils. It typically moves up through the ground to the air above and into your home through cracks and other holes in the foundation. Your home traps radon inside, where it can build up. Any home may have a radon problem. This means new and old homes, well-sealed and drafty homes, and homes with or without basements.

Radon from soil gas is the main cause of radon problems. Sometimes radon enters the home through well water (see page 8). In a small number of homes, the building materials can give off radon, too. However, building

## **RADON GETS IN THROUGH:**

- 1. Cracks in solid floors.**
- 2. Construction joints.**
- 3. Cracks in walls.**
- 4. Gaps in suspended floors.**
- 5. Gaps around service pipes.**
- 6. Cavities inside walls.**
- 7. The water supply.**



materials rarely cause radon problems by themselves.

Nearly 1 out of every 15 homes in the U.S. is estimated to have elevated radon levels. Elevated levels of radon gas have been found in homes in your state. Contact your state radon office (<https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information>) for general information about radon in your area. While radon problems may be more common in some areas, any home may have a problem. The only way to know about your home is to test.

Radon can also be a problem in schools and workplaces. Ask your state radon office ([www.epa.gov/radon/wherelive.html](http://www.epa.gov/radon/wherelive.html)) about radon problems in schools, daycare and childcare facilities, and workplaces in your area (also visit <https://www.epa.gov/radon>).

# HOW TO TEST YOUR HOME

You can't see radon, but it's not hard to find out if you have a radon problem in your home. All you need to do is test for radon. Testing is easy and should only take a few minutes of your time.

The amount of radon in the air is measured in "picocuries per liter of air," or "pCi/L." There are many kinds of low-cost "do it yourself" radon test kits you can get through the mail and in some hardware stores and other retail outlets. If you prefer, or if you are buying or selling a home, you can hire a qualified tester to do the testing for you. You should first contact your state radon office about obtaining a list of qualified testers. You can also contact a private radon proficiency program for lists of privately certified radon professionals serving your area. For links and more information, visit <https://www.epa.gov/radon/find-radon-test-kit-or-measurement-and-mitigation-professional>.

## There are Two General Ways to Test for Radon:

### SHORT-TERM TESTING:

*The quickest way to test is with short-term tests. Short-term tests remain in your home for two days to 90 days, depending on the device. "Charcoal canisters," "alpha track," "electret ion chamber," "continuous monitors," and "charcoal liquid scintillation" detectors are most commonly used for short-term testing. Because radon levels tend to vary from day to day and season to season, a short-term test is less likely than a long-term test to tell you your year-round average radon level. If you need results quickly, however, a short-term test followed by a second short-term test may be used to decide whether to fix your home (see also page 7 under Home Sales).*

### LONG-TERM TESTING:

*Long-term tests remain in your home for more than 90 days. "Alpha track" and "electret" detectors are commonly used for this type of testing. A long-term test will give you a reading that is more likely to tell you your home's year-round average radon level than a short-term test.*

## How To Use a Test Kit:

Follow the instructions that come with your test kit. If you are doing a short-term test, close your windows and outside doors and keep them closed as much as possible during the test. Heating and air conditioning system fans that re-circulate air may be operated. Do not operate fans or other machines which bring in air from outside. Fans that are part of a radon-reduction system or small exhaust fans operating only for short periods of time may run during the test. If you are doing a short-term test lasting just 2 or 3 days, be sure to close your windows and outside doors at least 12 hours **before** beginning the test, too. You should not conduct

**Testing is easy  
and should only  
take a few  
minutes of  
your time.**

## HOW TO TEST YOUR HOME *continued*

short-term tests lasting just 2 or 3 days during unusually severe storms or periods of unusually high winds. The test kit should be placed in the lowest lived-in level of the home (for example, the basement if it is frequently used, otherwise the first floor). It should be put in a room that is used regularly (like a living room, playroom, den, or bedroom) but **not** your kitchen or bathroom. Place the kit at least 20 inches above the floor in a location where it won't be disturbed—away from drafts, high heat, high humidity, and exterior walls. Leave the kit in place for as long as the package says. Once you've finished the test, reseal the package and send it to the lab specified on the package right away for analysis. You should receive your test results within a few weeks.

### ***EPA Recommends the Following Testing Steps:***

**Step 1.** *Take a short-term test. If your result is 4 pCi/L or higher, take a follow-up test (Step 2) to be sure.*

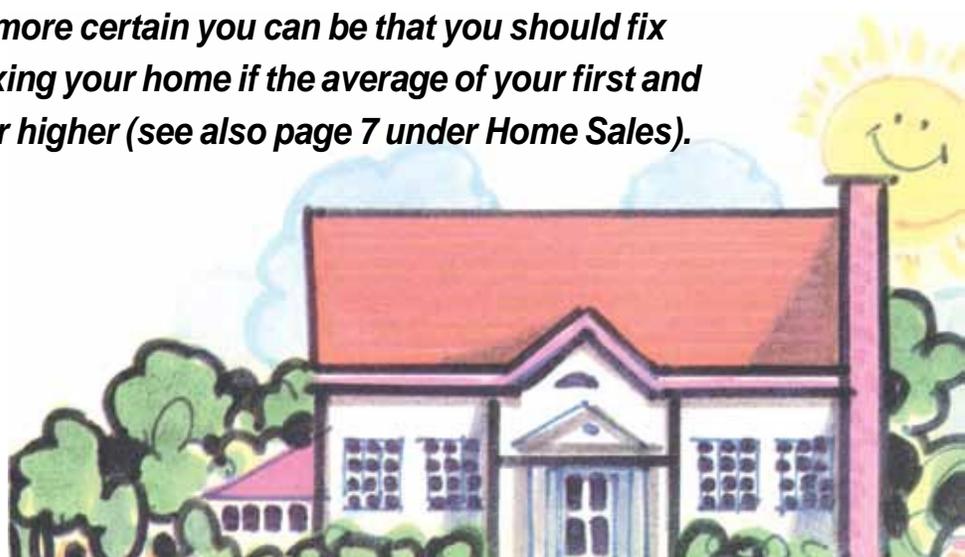
**Step 2.** *Follow up with either a long-term test or a second short-term test:*

- *For a better understanding of your year-round average radon level, take a long-term test.*
- *If you need results quickly, take a second short-term test.*

*The higher your initial short-term test result, the more certain you can be that you should take a short-term rather than a long-term follow up test. If your first short-term test result is more than twice EPA's 4 pCi/L action level, you should take a second short-term test immediately.*

**Step 3.** • *If you followed up with a long-term test: Fix your home if your long-term test result is 4 pCi/L or more.*

- *If you followed up with a second short-term test: The higher your short-term results, the more certain you can be that you should fix your home. Consider fixing your home if the average of your first and second test is 4 pCi/L or higher (see also page 7 under Home Sales).*



# WHAT YOUR TEST RESULTS MEAN

The average indoor radon level is estimated to be about 1.3 pCi/L, and about 0.4 pCi/L of radon is normally found in the outside air. The U.S. Congress has set a long-term goal that indoor radon levels be no more than outdoor levels. While this goal is not yet technologically achievable in all cases, most homes today *can* be reduced to 2 pCi/L or below.

Sometimes short-term tests are less definitive about whether or not your home is above 4 pCi/L. This can happen when your results are close to 4 pCi/L. For example, if the average of your two short-term test results is 4.1 pCi/L, there is about a 50% chance that your year-round average is somewhat below 4 pCi/L. However, EPA believes that any radon exposure carries some risk—no level of radon is safe. Even radon levels below 4 pCi/L pose some risk, and you can reduce your risk of lung cancer by lowering your radon level.

If your living patterns change and you begin occupying a lower level of your home (such as a basement) you should retest your home on that level.

Even if your test result is below 4 pCi/L, you may want to test again sometime in the future.

**Test your home now and save your results. If you find high radon levels, fix your home before you decide to sell it.**

## RADON AND HOME SALES

*More and more, home buyers and renters are asking about radon levels before they buy or rent a home. Because real estate sales happen quickly, there is often little time to deal with radon and other issues. The best thing to do is to test for radon NOW and save the results in case the buyer is interested in them. Fix a problem if it exists so it won't complicate your home sale. If you are planning to move, review EPA's pamphlet "Home Buyer's and Seller's Guide to Radon," which addresses some common questions (<https://www.epa.gov/radon/home-buyers-and-sellers-guide-radon>). You can also use the results of two short-term tests done side-by-side (four inches apart) to decide whether to fix your home.*

*During home sales:*

- *Buyers often ask if a home has been tested, and if elevated levels were reduced.*
- *Buyers frequently want tests made by someone who is not involved in the home sale. Your state radon office (<https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information>) can assist you in identifying a qualified tester.*
- *Buyers might want to know the radon levels in areas of the home (like a basement they plan to finish that the seller might not otherwise test.*

*Today many homes are built to help prevent radon from coming in. Building codes in your state or local area may require these radon-resistant construction features. If you are buying or renting a new home, ask the owner or builder if it has radon-resistant features. The EPA recommends building new homes with radon-resistant features in high radon potential (Zone 1) areas. Even if built radon-resistant, every new home should be tested for radon after occupancy. If you have a test result of 4 pCi/L or more, consult a qualified mitigator (<http://www.epa.gov/radon/find-radon-test-kit-or-measurement-and-mitigation-professional#who>) to estimate the cost of upgrading to an active system by adding a vent fan to reduce the radon level. In an existing home, the cost to install a radon mitigation system is about the same as for other common home repairs.*

## RADON IN WATER

There are two main sources for the radon in your home's indoor air, the soil and the water supply. Compared to radon entering the home through water, radon entering your home through the soil is usually a much larger risk.

The radon in your water supply poses an inhalation risk and an ingestion risk. Research has shown that your risk of lung cancer from breathing radon in air is much larger than your risk of stomach cancer from swallowing water with radon in it. Most of your risk from radon in water comes from radon released into the air when water is used for showering and other household purposes.

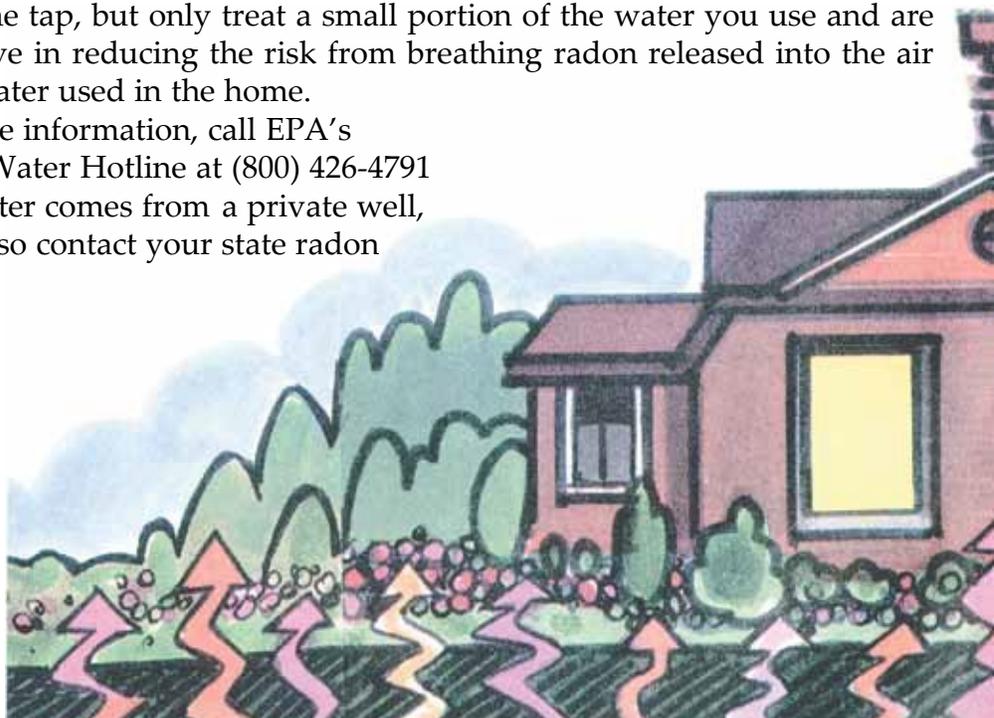
Radon in your home's water is not usually a problem when its source is surface water. A radon in water problem is more likely when its source is ground water, e.g., a private well or a public water supply system that uses ground water. If you are concerned that radon may be entering your home through the water and your water comes from a public water supply, contact your water supplier.

If you've tested your private well and have a radon in water problem, it can be fixed. Your home's water supply can be treated in two ways. Point-of-entry treatment can effectively remove radon from the water before it enters your home. Point-of-use treatment devices remove radon from your water at the tap, but only treat a small portion of the water you use and are not effective in reducing the risk from breathing radon released into the air from all water used in the home.

For more information, call EPA's Drinking Water Hotline at (800) 426-4791. If your water comes from a private well, you can also contact your state radon office.



***If you've tested the air in your home and found a radon problem, and your water comes from a well, have your water tested.***



# HOW TO LOWER THE RADON LEVEL IN YOUR HOME

Since there is no known safe level of radon, there can always be some risk. But the risk can be reduced by lowering the radon level in your home.

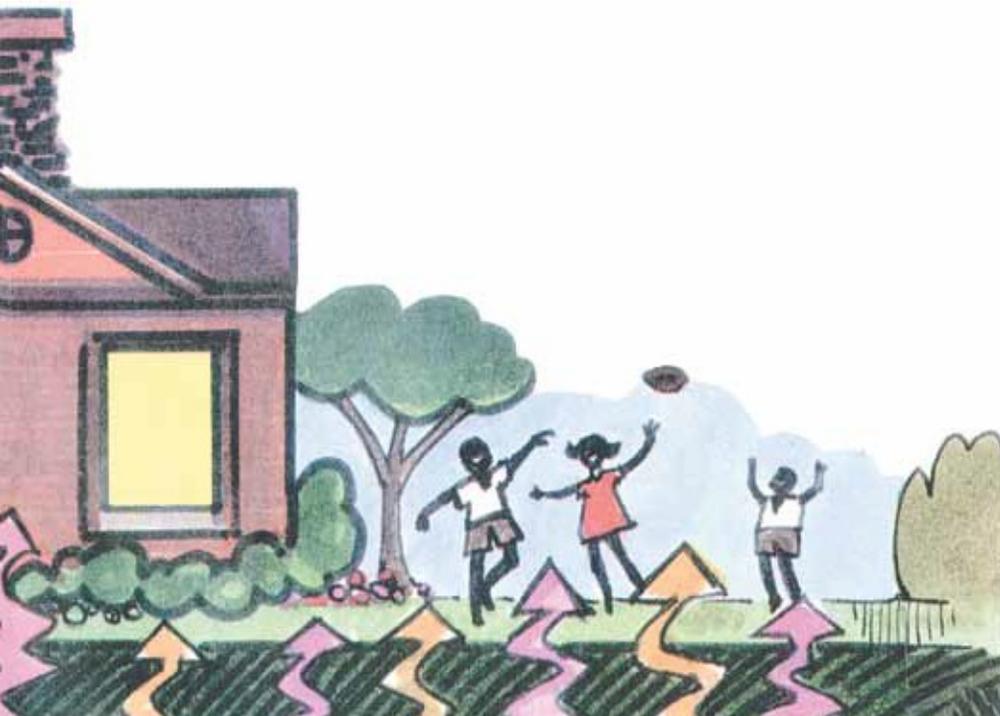
There are several proven methods to reduce radon in your home, but the one primarily used is a vent pipe system and fan, which pulls radon from beneath the house and vents it to the outside. This system, known as a soil suction radon reduction system, does not require major changes to your home. Sealing foundation cracks and other openings makes this kind of system more effective and cost-efficient. Similar systems can also be installed in houses with crawl spaces. Radon contractors can use other methods that may also work in your home. The right system depends on the design of your home and other factors.

Ways to reduce radon in your home are discussed in EPA's *Consumer's Guide to Radon Reduction*. You can get a copy at –about-radon <https://www.epa.gov/radon/publications-about-radon>.

The cost of reducing radon in your home depends on how your home was built and the extent of the radon problem. Most homes can be fixed for about the same cost as other common home repairs. The cost to fix can vary widely; consult with your state radon office or get one or more estimates from qualified mitigators. The cost is much less if a passive system was installed during construction.

## **RADON AND HOME RENOVATIONS**

*If you are planning any major structural renovation, such as converting an unfinished basement area into living space, it is especially important to test the area for radon before you begin the renovation. If your test results indicate a radon problem, radon-resistant techniques can be inexpensively included as part of the renovation. Because major renovations can change the level of radon in any home, always test again after work is completed.*



# HOW TO LOWER THE RADON LEVEL IN YOUR HOME *continued*

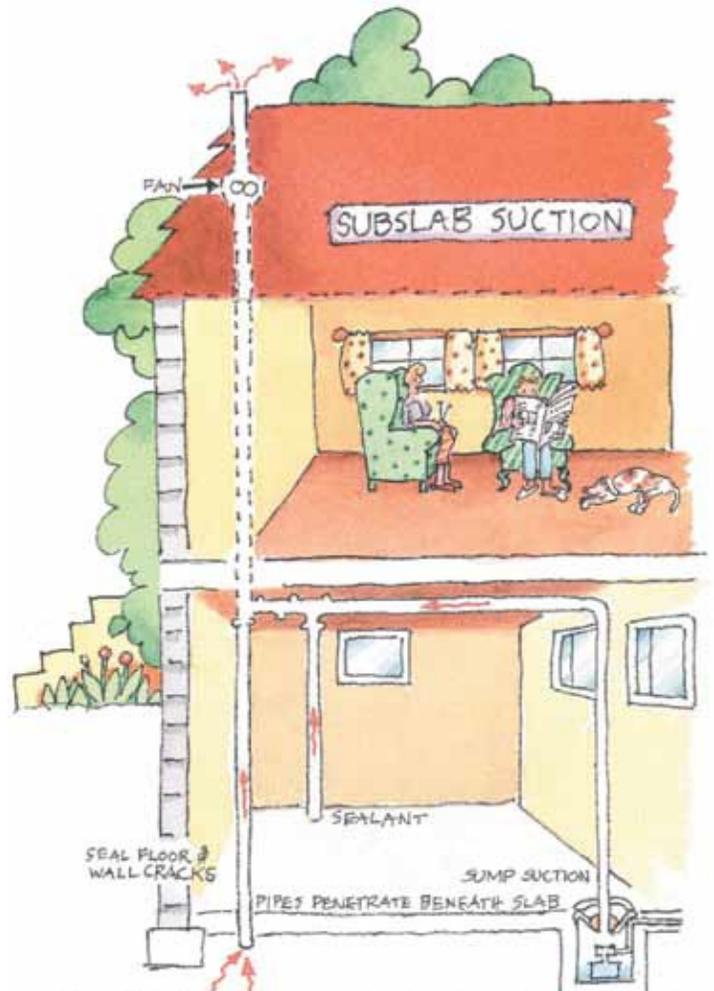
**Most homes can be fixed for about the same cost as other common home repairs.**

Lowering high radon levels requires technical knowledge and special skills. You should use a contractor who is trained to fix radon problems. A qualified contractor can study the radon problem in your home and help you pick the right treatment method.

Check with your state radon office for names of qualified or state certified radon contractors in your area. You can also contact private radon proficiency programs for lists of privately certified radon professionals in your area. For more information on private radon proficiency programs, visit <https://www.epa.gov/radon/find-radon-test-kit-or-measurement-and-mitigation-professional>. Picking someone to fix your radon problem is much like choosing a contractor for other home repairs—you may want to get references and more than one estimate.

*If you are considering fixing your home's radon problem yourself, you should first contact your state radon office for guidance and assistance (<https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information>).*

You should also test your home again after it is fixed to be sure that radon levels have been reduced. Most soil suction radon reduction systems include a monitor that will indicate whether the system is operating properly. In addition, it's a good idea to retest your home every two years to be sure radon levels remain low.



*Note: This diagram is a composite view of several mitigation options. The typical mitigation system usually has only one pipe penetration through the basement floor; the pipe may also be installed on the outside of the house.*

# THE RISK OF LIVING WITH RADON

Radon gas decays into radioactive particles that can get trapped in your lungs when you breathe. As they break down further, these particles release small bursts of energy. This can damage lung tissue and lead to lung cancer over the course of your lifetime. Not everyone exposed to elevated levels of radon will develop lung cancer. And the amount of time between exposure and the onset of the disease may be many years.

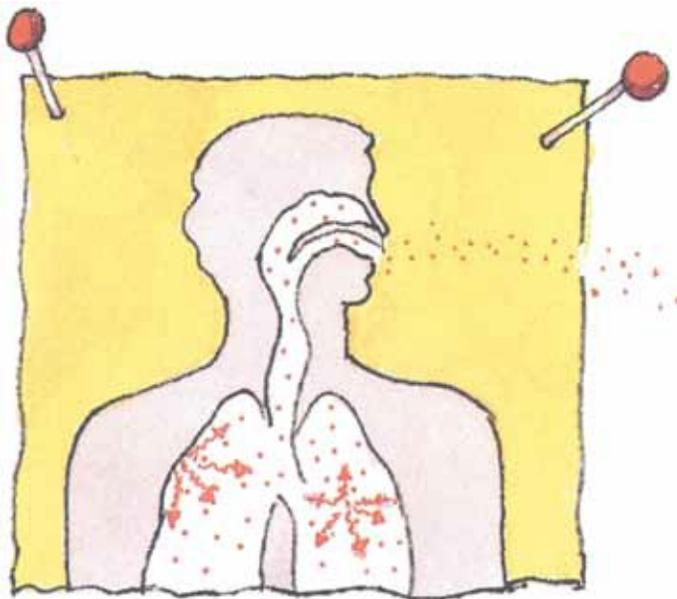
Like other environmental pollutants, there is some uncertainty about the magnitude of radon health risks. However, we know more about radon risks than risks from most other cancer-causing substances. This is because estimates of radon risks are based on studies of cancer in humans (underground miners).

Smoking combined with radon is an especially serious health risk. Stop smoking and lower your radon level to reduce your lung cancer risk.

Children have been reported to have greater risk than adults of certain types of cancer from radiation, but there are currently no conclusive data on whether children are at greater risk than adults from radon.

***Your chances of getting lung cancer from radon depend mostly on:***

- *How much radon is in your home*
- *The amount of time you spend in your home*
- *Whether you are a smoker or have ever smoked*



***Scientists are more certain about radon risks than risks from most other cancer-causing substances.***

## RADON RISK IF YOU SMOKE

Radon Level	If 1,000 people who smoked were exposed to this level over a lifetime*...	The risk of cancer from radon exposure compares to**...	WHAT TO DO: Stop Smoking and...
20 pCi/L	About 260 people could get lung cancer	↳ 250 times the risk of drowning	Fix your home
10 pCi/L	About 150 people could get lung cancer	↳ 200 times the risk of dying in a home fire	Fix your home
8 pCi/L	About 120 people could get lung cancer	↳ 30 times the risk of dying in a fall	Fix your home
4 pCi/L	About 62 people could get lung cancer	↳ 5 times the risk of dying in a car crash	Fix your home
2 pCi/L	About 32 people could get lung cancer	↳ 6 times the risk of dying from poison	Consider fixing between 2 and 4 pCi/L
1.3 pCi/L	About 20 people could get lung cancer	(Average indoor radon level)	(Reducing radon levels below 2 pCi/L is difficult)
0.4 pCi/L		(Average outdoor radon level)	

Note: If you are a former smoker, your risk may be lower.

**It's never too late to reduce your risk of lung cancer. Don't wait to test and fix a radon problem. If you are a smoker, stop smoking.**

## RADON RISK IF YOU'VE NEVER SMOKED

Radon Level	If 1,000 people who never smoked were exposed to this level over a lifetime*...	The risk of cancer from radon exposure compares to**...	WHAT TO DO:
20 pCi/L	About 36 people could get lung cancer	↳ 35 times the risk of drowning	Fix your home
10 pCi/L	About 18 people could get lung cancer	↳ 20 times the risk of dying in a home fire	Fix your home
8 pCi/L	About 15 people could get lung cancer	↳ 4 times the risk of dying in a fall	Fix your home
4 pCi/L	About 7 people could get lung cancer	↳ The risk of dying in a car crash	Fix your home
2 pCi/L	About 4 people could get lung cancer	↳ The risk of dying from poison	Consider fixing between 2 and 4 pCi/L
1.3 pCi/L	About 2 people could get lung cancer	(Average indoor radon level)	(Reducing radon levels below 2 pCi/L is difficult)
0.4 pCi/L		(Average outdoor radon level)	

Note: If you are a former smoker, your risk may be higher.

\*Lifetime risk of lung cancer deaths from EPA Assessment of Risks from Radon in Homes (EPA 402-R-03-003).

\*\*Comparison data calculated using the Centers for Disease Control and Prevention's 1999-2001 National Center for Injury Prevention and Control Reports.

# RADON MYTHS AND FACTS

**MYTH:** Scientists aren't sure radon really is a problem.

**FACT:** Although some scientists dispute the precise number of deaths due to radon, all major health organizations (like the Centers for Disease Control, the American Lung Association and the American Medical Association) agree with estimates that radon causes thousands of preventable lung cancer deaths every year. This is especially true among smokers, since the risk to smokers is much greater than to non-smokers.

**MYTH:** Radon testing is difficult, time consuming and expensive.

**FACT:** Radon testing is easy. You can test your home yourself or hire a qualified radon test company. Either approach takes only a small amount of time and effort.

**MYTH:** Homes with radon problems can't be fixed.

**FACT:** There are simple solutions to radon problems in homes. Hundreds of thousands of homeowners have already fixed radon problems in their homes. Most homes can be fixed for about the same cost as other common home repairs; check with one or more qualified mitigators. Call your state radon office ([www.epa.gov/radon/wherelive.html](http://www.epa.gov/radon/wherelive.html)) for help in identifying qualified mitigation contractors.

**MYTH:** Radon only affects certain kinds of homes.

**FACT:** House construction can affect radon levels. However, radon can be a problem in homes of all types: old homes, new homes, drafty homes, insulated homes, homes with basements, homes without basements. Local geology, construction materials, and how the home was built are among the factors that can affect radon levels in homes.

**MYTH:** Radon is only a problem in certain parts of the country.

**FACT:** High radon levels have been found in every state. Radon problems do vary from area to area, but the only way to know your radon level is to test.

**MYTH:** A neighbor's test result is a good indication of whether your home has a problem.

**FACT:** It's not. Radon levels can vary greatly from home to home. The only way to know if your home has a radon problem is to test it.

## RADON MYTHS AND FACTS *continued*

**MYTH:** Everyone should test their water for radon.

**FACT:** Although radon gets into some homes through water, it is important to first test the air in the home for radon. If your water comes from a public water system that uses ground water, call your water supplier. If high radon levels are found and the home has a private well, call the Safe Drinking Water Hotline at (800) 426-4791 for information on testing your water.

**MYTH:** It's difficult to sell homes where radon problems have been discovered.

**FACT:** Where radon problems have been fixed, home sales have not been blocked or frustrated. The added protection is sometimes a good selling point.

**MYTH:** I've lived in my home for so long, it doesn't make sense to take action now.

**FACT:** You will reduce your risk of lung cancer when you reduce radon levels, even if you've lived with a radon problem for a long time.

**MYTH:** Short-term tests can't be used for making a decision about whether to fix your home.

**FACT:** A short-term test followed by a second short-term test\* can be used to decide whether to fix your home. However, the closer the average of your two short-term tests is to 4 pCi/L, the less certain you can be about whether your year-round average is above or below that level. Keep in mind that radon levels below 4 pCi/L still pose some risk. Radon levels can be reduced in most homes to 2 pCi/L or below.

*\*If the radon test is part of a real estate transaction, the result of two short-term tests can be used in deciding whether to mitigate. For more information, see EPA's "Home Buyer's and Seller's Guide to Radon."*

# FOR FURTHER INFORMATION

## EPA Radon Website

<https://www.epa.gov/radon>

EPA's radon page includes links to publications, hotlines, private proficiency programs and more.

Frequent Questions:

<https://iaq.zendesk.com/hc/en-us/sections/202349927>

## Radon Hotlines

**1-800-SOS-RADON (767-7236)\***

Purchase radon test kits by phone.

**1-800-55RADON (557-2366)\***

Get live help for your radon questions.

**1-800-644-6999\***

Radon Fix-It Hotline. For general information on finding or reducing the radon level in your home.

**1-866-528-3187\***

Línea Directa de Información sobre Radón en Español. Hay operadores disponibles desde las 9:00 AM hasta las 5:00 PM para darle información sobre radón y como ordenar un kit para hacer la prueba de radón en su hogar.

**1-800-426-4791**

Safe Drinking Water Hotline. For general information on drinking water, radon in water, testing and treatment, and standards for radon in drinking water. Operated under a contract with EPA.

\*Operated by Kansas State University in partnership with EPA.

## EPA Regional Offices

<https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information>. Check the above website for a listing of your EPA regional office.

## Ordering Radon Publications

Many EPA radon publications are available from <https://www.epa.gov/radon/publications-about-radon>

Radon publications may be ordered through the National Service Center for Environmental Publications (NSCEP) by calling 1-800-490-9198, by visiting the NSCEP website at <https://www.epa.gov/nscep> or by email at [nscep@lmsolas.com](mailto:nscep@lmsolas.com).



## Surgeon General Health Advisory

*“Indoor radon is the second-leading cause of lung cancer in the United States and breathing it over prolonged periods can present a significant health risk to families all over the country. It’s important to know that this threat is completely preventable. Radon can be detected with a simple test and fixed through well-established venting techniques.”*

January 2005

## U.S. EPA Assessment of Risks from Radon in Homes

In June 2003, the EPA revised its risk estimates for radon exposure in homes. EPA estimates that about 21,000 annual lung cancer deaths are radon related. EPA also concluded that the effects of radon and cigarette smoking are synergistic, so that smokers are at higher risk from radon. EPA’s revised estimates are based on the National Academy of Sciences 1998 BEIR VI (Biological Effects of Ionizing Radiation) Report which concluded that radon is the second leading cause of lung cancer after smoking.



Indoor Environments Division (6609J)  
EP 402/K-12/002 | May 2012 | [www.epa.gov/radon](http://www.epa.gov/radon)