|  |
| --- |
| **Forms Required by the RRP Rule** |

**Note: all forms must be retained for a period of three years from the end date of the project.**

**Copies of the certified firm and certified renovator certificates must be kept on site during renovation activities**

**Form 1- Documentation of the Age of the building.**

EPA requires an official record of the age of the building such as the property appraiser documentation. Download and keep a copy from the property appraiser website.

**Form 2- Assign a Certified Renovator to the Project**

Once you determine that the building is pre-1978 you must assign a certified renovator to this project. The certified renovator will take over management of the project and maintaining all the required forms for the job.

**Form 3- Test Kit Documentation Form**

Documentation of the test results from using an EPA recognized test kit or collecting paint chip sample. If collecting paint chip sample must also retain a copy of the chain-of-custody (COC) submitted with samples. The COC may be obtained from the lab.

A copy of the test results must be given to the home owners as soon as possible but no more than 30 days from the completion date of the renovation activity.

**Form 4- Pre-Renovation Education to Owners and Residents**

The rule requires notification to owners and residents prior to renovation activities, even the results of the Lead paint testing is negative.

**Work in Homes:**

Renovators must provide a copy of the “Renovate Right” pamphlet to owners/residents prior to renovation activities. The pamphlet must be in a language they understand and must be given to an adult

Notification must be made no more than 60 days before beginning the renovation.

Renovators must obtain the owner’s signed written acknowledgment that they received the pamphlet or the pamphlet was sent by mail and keep a copy of the return mail receipt at least 7 days prior to start of the renovation.

For tenants Certified Firms must either obtain a written acknowledgment of receipt, or document that the firm delivered the pamphlet and was unable to obtain a written acknowledgment.

**Form 5- Tenant Notification Form**

**Work in Common Areas:** No more than 60 days before beginning a renovation, Certified Renovation Firms must provide the *Renovate Right* pamphlet to the owner of pre-1978 housing being renovated. Firms must provide written notification to all residents in the affected units of the property being renovated, must notify affected residents about where information is posted if work in nearby common areas will affect them. The following information should be posted about work in common areas:

* + Describing the nature and location of the work;
  + Listing the work start and end dates; and,
  + Providing the *Renovate* Right pamphlet or information on how to obtain a free copy of the pamphlet.

This information may be provided to tenants by mail, hand-delivery, or by posting signs containing this information where they are likely to be seen by the residents of all affected units.

**Work in Child-Occupied Facilities:** No more than 60 days before beginning a renovation, Certified Renovation Firms must distribute the *Renovate Right* pamphlet to the owner of the building and to an adult representative of the child-occupied facility, following the same documentation requirements as for homes. Firms must also provide notification to parents and guardians of children using the child-occupied facility, following the same requirements as for tenants affected by renovations in common areas.

**Form 6- Cleaning Verification Form**

**Form 7- Lead Safe Work Practice Checklist**

**Form 8- Non-certified Worker Training Documentation**- Must be kept on site during renovation activities