

### Section 3: File Checklist for Compliance with Lead-Based Paint Regulations

The LSHR requires that notices, evaluation and clearance or abatement reports be kept for at least three years (Section 35.175). Records pertaining to lead-based paint test results must be disclosed to tenants. The LDR requires that the disclosure form be kept for at least three years (Section 35.92(c)). To assist PHAs document compliance, HUD suggests the documents listed below be maintained for covered units. Referenced forms are in Part B of this Toolkit.

| Document Name   | Purpose  | √                        |
|---|--|--------------------------|
| Lead Regulation Exemptions: Housing Choice Voucher Program Application  | Helps determine if unit is covered by LSHR and/or LDR or is exempt   | <input type="checkbox"/> |
| Physical inspection form (HQS or equivalent)  | Documents age of children and applicability of LSHR requirements   | <input type="checkbox"/> |
| Owner Certification Form  | Documents results of visual assessment for deteriorated paint  | <input type="checkbox"/> |
| Clearance Report  | Owner certifies that paint was stabilized by qualified workers, that safe work practices were followed during paint stabilization, and that ongoing lead-based paint monitoring will occur.                                      | <input type="checkbox"/> |
| Disclosure Form   | Documents that unit passed clearance after lead hazard control work.   | <input type="checkbox"/> |
| Lead Hazard Reduction Notice  | Documents that tenant received lead warning statement, Protect Your Family from Lead in Your Home pamphlet, and knowledge disclosure. <b>(Required for Lead Disclosure Rule, regardless of whether a child resides in home.)</b> | <input type="checkbox"/> |
| Documentation of ongoing maintenance activities:<br>• Inspection reports – from annual and turn-over inspections<br>• Clearance report from each maintenance job involving painted surfaces above the de minimis<br>• Notice of lead hazard reduction for each maintenance job involving painted surfaces | Documents that tenant received required lead hazard reduction notification within 15 days of the work.   | <input type="checkbox"/> |
| Documentation of ongoing maintenance activities:<br>• Inspection reports – from annual and turn-over inspections<br>• Clearance report from each maintenance job involving painted surfaces above the de minimis<br>• Notice of lead hazard reduction for each maintenance job involving painted surfaces | Documents that a visual assessment is performed at least annually and that any deteriorated paint is addressed appropriately (including clearance and notice of lead hazard reduction)   | <input type="checkbox"/> |
| Documentation of response to EIBLL child. Copies of:<br>• Risk assessment<br>• Abatement or clearance report<br>• Relocation documents<br>• Correspondence with health department   | Documents that if an EIBLL child was identified in the unit, the situation was addressed in accordance with the Lead Safe Housing Rule.  | <input type="checkbox"/> |