# Sample Forms

**Renovation Notice** — For use in notifying tenants of renovations in common areas of multi-family housing.

The following renovation activities will take place in the following locations:

<table>
<thead>
<tr>
<th>Activity (e.g., sanding, window replacement)</th>
<th>Location (e.g., lobby, recreation center)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The expected starting date is __________ and the expected ending date is __________.

Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, Renovate Right, by telephoning me at ______________. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

<table>
<thead>
<tr>
<th>Date</th>
<th>Printed name of renovator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of renovator

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**Record of Tenant Notification Procedures**

Project Address

Street (apt. #)

City State Zip Code

Owner of multi-family housing Number of dwelling units

Method of delivering notice forms (e.g. delivery to units, delivery to mailboxes of units)

Name of person delivering notices

Signature of person delivering notices Date of Delivery