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:		
Activity (e.g., sanding, window replacement)		
Location (e.g., lobby, recreation center)		
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.		
Date	Printed name of renovator	
Signature of renovator		
Record of Tenant Notification Procedures		
Project Address		
Street (apt. #)		
City	StateZip 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	