

**2261 PALMER AVENUE CORPORATION**  
**C|O Garthchester Realty**  
**440 Mamaroneck Ave-Suite 512**  
**Harrison, NY 10528**  
**914 725-3600**

## **APPLICATION FOR SUBLLET**

**Return to:** **2261 Palmer Avenue Corporation**  
c/o Garthchester Realty  
440 Mamaroneck Avenue Suite S-512  
Harrison, NY 10528

### **INSTRUCTIONS**

1. Please complete all sections of the application. If a section is not applicable to you, so state.
2. Applicant must provide **one (1)** copy of the following documents prior to the Board considering the application. ***Please do not bind, staple or print double-sided. Do NOT include any applicant photos.***
  - a. fully completed application with all attached forms signed.
  - b. a signed copy of your last years Federal tax returns with all schedules attached. Also a copy of all W-2's submitted with the tax return, as well as last four pay stubs.
  - c. two (2) personal letters of reference and two (2) professional letters of reference for each applicant.
  - d. letter of reference from your present employer stating annual salary and length of employment.
  - e. letter of reference from current landlord or managing agent.
  - f. fully executed sublease agreement.
3. The application, documents and a non-refundable application fee, payable to Garthchester Realty, in the sum of Four Hundred and Fifty (\$450.00) Dollars **plus** One Hundred and Fifty (\$150.00) Dollars **per person** (for a background/credit check) must accompany your application. These fees are non-refundable.
4. Checks payable to 2261 Palmer Avenue Corporation: 1) Sublet fee by certified check equal to 15% of the annual maintenance from shareholder; 2) \$550 move-in deposit from prospective tenant; 3) \$550 move-out deposit from shareholder
5. By submitting this application for the Board's consideration, you are representing that all statements contained therein are true to the best of your knowledge and are authorizing the Board to verify all statements, including the Board obtaining a current credit report.
6. Where there is more than one Applicant, the information requested is to be answered by all Applicants.
7. The Applicant(s) and all persons to reside at the residence will be required to attend a personal interview with the members of the Admissions Committee of the Board of Directors prior to the committee's moving on the application.

**\*NO APPLICATIONS ACCEPTED ON FRIDAYS AFTER 12PM.**

# 2261 PALMER AVENUE CORPORATION

## SUBLET APPLICATION

Apartment Number: \_\_\_\_\_ Number of Shares: \_\_\_\_\_

### APPLICANT 1

Applicant Name: \_\_\_\_\_

Applicant Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell   Home   Work (Circle One)

Phone \_\_\_\_\_ Cell   Home   Work (Circle One)

#### Current Residence (Check One)

Rent \_\_\_\_\_ Own \_\_\_\_\_ Other (Explain) \_\_\_\_\_

If Rent, Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Years at Current Address: \_\_\_\_\_

If less than 2 years, previous address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### APPLICANT 2

Applicant Name: \_\_\_\_\_

Applicant Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell   Home   Work (Circle One)

Phone \_\_\_\_\_ Cell   Home   Work (Circle One)

#### Current Residence (Check One)

Rent \_\_\_\_\_ Own \_\_\_\_\_ Other (Explain) \_\_\_\_\_

If Rent, Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Years at Current Address: \_\_\_\_\_

If less than 2 years, previous address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## PERSONAL INFORMATION:

List names and ages of all individuals expected to occupy the apartment.

NAME	RELATIONSHIP	AGE

Unless expressly waived by the Corporation's Board of Directors in writing, all individuals expected to occupy the apartment must be present at the time of the applicant's interview with the Board of Directors.

## EMPLOYMENT DATA

*(Applicant 1)*

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

### **COMPLETE IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:**

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Previous Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

*(Applicant 2)*

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

### **COMPLETE IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:**

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Previous Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

## **FINANCIAL DATA**

Source of down payment and settlement charges: \_\_\_\_\_

### **THESE QUESTIONS APPLY TO ALL APPLICANTS**

*If a "yes" answer is given to a question in this column, explain on separate sheet.*

<b>Applicant 1</b>	<b>Applicant 2</b>
<b><u>Yes or No</u></b>	<b><u>Yes or No</u></b>
Do you have or have you had any outstanding judgements? _____	_____
In the last 7 years, have you declared bankruptcy? _____	_____
Have you had property foreclosed upon or given title or deed in lieu thereof? _____	_____
Are you a co-maker or endorser on a note? _____	_____
Are you a party in a lawsuit? _____	_____
Are you obliged to pay alimony, child support, or separate maintenance? _____	_____
Is any part of the down payment borrowed or gifted? _____	_____

## **GROSS MONTHLY INCOME**

ITEM	APPLICANT 1	APPLICANT 2	TOTAL
Base Income			
Overtime			
Bonuses			
Commissions			
Dividends/Interest			
Net Rental Income			
Other Income (specify) *			
<b>TOTAL</b>			

\*Other Income (specify): \_\_\_\_\_

## **MONTHLY EXPENSES**

ITEM	PRESENT	PROPOSED
Rent/Maintenance		
Mortgage Payment		
Homeowners Insurance		
Real Estate Taxes		<b>N/A</b>
Mortgage Insurance		
Co-op/Condo/HOA Assessments		
Auto Loans/Leases		
Installment Loans/Credit Cards		
Tuition Payments		
Alimony		
Child Support		
Liens/Judgements		
Travel Expenses (commuting)		
Utilities		
Other Monthly Payments*		
<b>TOTAL MONTHLY PAYMENTS</b>		

\*Other Monthly Payments (specify): \_\_\_\_\_

## **CERTIFICATION OF ACCURACY AND DISCLOSURES**

I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. I understand and accept that 2261 Palmer Avenue Corporation has the right to rely on information given herein, and in the event investigation proves any of the statements false, 2261 Palmer Avenue Corporation may reject this application, or if lease has been executed, may terminate same as if breach of lease had occurred.

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

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

**AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION**

**ONE FORM PER APPLICANT**

I \_\_\_\_\_ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their *vendors*. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as *valid* as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

X BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

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

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

## **DISCLOSURES**

### **MOVING PROCEDURES**

Whether moving in or out, all current and new residents must schedule the date with the Superintendent. The procedure is as follows:

1. **Determine a Date:** a. At least one week before the move call the Superintendent to arrange a date. Be sure the Superintendent confirms the date is available. Moves must be completed within the hours of 9AM and 5PM, Monday through Friday, excluding legal holidays.
2. **Notify Management:** At least one week before the move, and after the moving date is confirmed, prepare a written notice to management, which should include:
  - a. Name of Resident/new resident; building; apartment number
  - b. Contact telephone number of resident/new resident
  - c. Name, address and telephone number of Moving Company
  - d. Confirmed date of move
  - e. Forwarding address (Move-Outs only)
3. **Security Deposit:**
  - a. Attach a check that will serve as a security deposit for potential damages; the check will be returned after the Superintendent or a representative inspects the premises.
  - b. The security deposit for a move-in or move-out is \$550 payable to 2261 Palmer Avenue Corporation
4. **Attach Required Mover Documents**
  - a. **If Hiring a Move-in Company:** i. It is the responsibility of the resident to send to Garthchester Realty documented proof that the moving company carries current General Liability Insurance and has current Workers Compensation Insurance certificates.
  - b. If you are self-moving: i. Please complete and sign the enclosed indemnification form.
5. New (moving in) residents should send the required (2-4 above) in one of the following ways:
  - a. Mail: Garthchester Realty Attn.: Grace 440 Mamaroneck Ave Ste S512 Harrison NY 10528.
  - b. E-Mail: [Gdimaira@garthchester.com](mailto:Gdimaira@garthchester.com)
  - c. Fax: 914-725-6453
    - i. Deposit will still need to be either mailed in or dropped off in our office regardless of ALL MOVES WHICH MUST BE MADE THROUGH THE SIDE DOOR ON THE LEFT/SOUTH SIDE OF THE BUILDING (facing the buildings from Palmer Avenue)
6. **Failure to Follow Rules:** a. Shareholders that do not comply with the moving procedures, will forfeit their deposit in full. If a deposit was not posted, it will be added as a line item on the maintenance invoice and will become due along with the maintenance.

My signature certifies that I have read the information above and agree.

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

***Proprietary Lease***

I certify that I have read the Proprietary Lease of 2261 Palmer Avenue Corporation and I will abide by all the rules and regulations as set forth.

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

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

***House Rules***

I certify that I have read the 2261 Palmer Avenue Corporation House Rules and do agree to abide by them to the "Letter of the Law." I understand that, with my approval to purchase shares for my occupancy in the 2261 Palmer Ave Corp by the Interview Committee and Board of Directors, I will move in without any pets, and we will not acquire any pets after occupancy.

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

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

***Homeowners Insurance***

All residents are required to carry homeowner's insurance on their Apartment with the minimum liability coverage of \$300,000. Property insurance should include contents, improvements and betterments, loss assessment and replacement cost coverage. These coverage limits are up to the individual owner.

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

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

# LEAD DISCLOSURE FORM

## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

### Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

### Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i)  Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii)  Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i)  Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii)  Seller has no records or reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.

### Purchaser's Acknowledgment (Initial)

(c)  Purchaser has received copies of all information listed above.

(d)  Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.

(e) Purchaser has (check (i) or (ii) below):

(i)  received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii)  waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (Initial)

(f)  Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date



# Garthchester Realty

[www.GarthchesterRealty.com](http://www.GarthchesterRealty.com)

440 Mamaroneck Ave., Suite S 512  
Harrison, New York 10528  
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

February 18, 2025

Dear Shareholders,

As your Board of Directors, we are entrusted with overseeing the day-to-day operations of our cooperative, ensuring that all decisions align with New York State law, our proprietary lease, and the long-term stability of our community. While we work closely with management for guidance, it is our responsibility to uphold policies that protect both individual shareholders and the cooperative as a whole.

Recently, we have seen a notable increase in sublet requests. Cooperatives are designed as owner-occupied residences with the intention of fostering a strong sense of community and stability. However, in past decades, economic downturns have led some owners to seek rental options when selling was not financially viable. While rentals have been permitted for many years, they come with challenges: if the balance of sublet units exceeds lender requirements, buyers may be unable to secure mortgages, leading to cash-only sales and below-market property values.

In response to these growing rental demands, the Board has revised our sublet policy to ensure fairness, protect property values, and maintain the financial health of our cooperative. The attached policy outlines the necessary adjustments to create an equitable system for all shareholders interested in subletting their units.

We appreciate your understanding and cooperation as we implement these changes to safeguard the future of our cooperative. Should you have any questions, please do not hesitate to reach out.

Sincerely,

The Board of Directors

**FOR APPLICATIONS AND OTHER PROPERTY DOCUMENTS, GO  
TO [WWW.GARTHCHESTERREALTY.COM/PROPERTIES](http://WWW.GARTHCHESTERREALTY.COM/PROPERTIES)**

**APPLICATIONS AND WAIVER REQUESTS MUST BE MAILED OR BROUGHT TO OUR OFFICE.**  
**WE DO NOT ACCEPT ELECTRONIC TRANSMISSIONS.**

RESOLUTION OF THE BOARD OF DIRECTORS

OF

2261 PALMER AVENUE CORP.

MODIFICATION OF SUBLICENSE POLICY

WHEREAS, the Board of Directors (the "Board") of 2261 Palmer Avenue Corp. desires to modify the current sublease policy so as to balance the overall desirability of maintaining a higher percentage of owner-occupied apartments and the potential hardship to shareholders who need to relocate from the buildings.

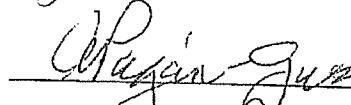
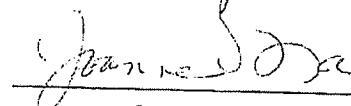
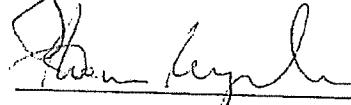
NOW, THEREFORE, IT IS HEREBY RESOLVED, that the sublease policy in effect for 2261 PALMER AVENUE CORP. is modified as per the policy attached hereto as Exhibit A.

The foregoing policy is effective as of February 5, 2025.

IN WITNESS WHEREOF, I have signed and sealed this Resolution on the 5th day of February, 2025.

2261 PALMER AVENUE CORP.

By:



2261 PALMER AVENUE CORP.  
c/o GARTHCHESTER REALTY  
440 MAMARONECK AVENUE  
HARRISON, NEW YORK 10528  
(914) 725-3600

TO ALL SHAREHOLDERS

RE: SUBLEASE PROCEDURES  
EFFECTIVE FEBRUARY 5, 2025

Dear Shareholder(s):

Pursuant to the terms of your proprietary lease, apartments may not be subleased without the consent of the Board of Directors (the "Board") of 2261 Palmer Avenue Corp. (the "Corporation"). The procedures for requesting consent to sublease your apartment are outlined below. They must be followed in every instance to avoid unnecessary delay and inconvenience. However, mere compliance with these procedures does not guarantee approval by the Board.

A personal interview with the Board or its representative(s) is required for proposed subtenants and all individuals who will reside in the subject apartment. No interview will be held until all the required information has been submitted. Interviews should be scheduled through Garthchester Realty (the "Managing Agent").

SUBLEASING RULES:

1. All subleases shall be limited to a one (1) year term.
2. A sublease application form has been prepared and may be obtained from the Managing Agent. Only applications designating a specific individual(s) as proposed subtenant(s) will be considered.
3. Sublease approval applications must be completed and submitted by the applicant(s) to the Managing Agent at least thirty (30) days prior to the intended inception date of the sublease and must be accompanied by a certified/bank check or money order made payable to **Garthchester Realty** in the amount of \$450 representing the application processing fee and \$150.00 per applicant representing the credit and background check fee (representing a non-refundable application and credit analysis fee). Any delay in timely providing all requested information may prolong the review process. The Board reserves the right to request additional information or to establish conditions for the approval of an application.

4. The Board's approval of a subtenant is conditioned upon the shareholder providing the following documents, items and checks to the Managing Agent prior to the proposed subtenant's occupancy of the subject apartment:

- (a) A fully executed copy of the proposed sublease agreement.
- (b) A certified or bank check or money order made payable to **2261 Palmer Avenue Corp.** in an amount equal to fifteen percent (15%) of the annual maintenance charges for the subject apartment.
- (c) A personal check made payable to **2261 Palmer Avenue Corp.** in the amount of \$550.00, to be issued by the subtenant and shareholder (only in the event the shareholder is still in occupancy) representing the deposit to secure any claim by the Corporation for damage caused to the common areas during the moving in or out of the subject apartment. The deposit will be refunded if, after inspection by the superintendent, it is determined that no damage was caused to the common areas in moving, and a key is provided to the apartment door.
- (d) A written acknowledgement from the proposed subtenant(s) that they have received and reviewed the Corporation's House Rules.
- (e) A certificate evidencing a standard renter's or cooperative owner's insurance policy covering the subject apartment naming **2261 Palmer Avenue Corp. and Garthchester Realty** as additional insured in form and with coverage reasonably satisfactory to the Corporation.

5. At least sixty (60) days prior to the expiration of the sublease term, the shareholder must notify the Corporation if he/she desires to extend the sublease for an additional year. If the Board grants approval to an extension, the shareholder will be required to pay an additional sublet fee in an amount equal to fifteen percent (15%) of the annual maintenance charges for the subject apartment. There will be no additional application fee with respect to an extension of a sublease to the same subtenant. Qualified shareholders will be allowed to sublet their apartments to the same or multiple subtenants for no more than five (5) years (whether consecutively or not) during their ownership of the subject apartment. As of the effective date, any qualified shareholder that has subleased their apartment for more than five (5) years will only be allowed to sublease their apartment two (2) additional years from the expiration of their current sublease. Furthermore, once a shareholder has used their allotted period to sublease their apartment, they will not be considered for additional subletting until a one (1) year waiting period has elapsed since the last date of the previous sublease.

6. Applications for sublease approval will only be considered if:

- (a) the shareholder has owned the subject apartment for at least five (5) years prior to the proposed sublease or the shareholder presents a "hardship"

reason to sublease which if granted will be for a maximum non-renewal period of one (1) year.

- (b) the shareholder is not in default of any obligations owed to the Corporation.
- (c) no more than ten percent (10%) of all residentially owned apartments are subleased at one time. In the event of this occurrence, any shareholder interested in subleasing their apartment will be placed on a waiting list which will be maintained by the Managing Agent.

7. Waiting list procedures:

As a sublease opportunity arises, the first name on the waiting list will be notified. If the shareholder states that he/she is ready to sublet, he/she will be allowed three (3) months to submit an application and receive Board approval to the proposed sublease. The shareholder will be afforded an opportunity to submit up to two (2) different applications during this period. If the shareholder fails to submit a timely application or the Board denies the shareholder's applicant(s), then that shareholder will be moved to the bottom of the waiting list and each subsequent name on the waiting list will be contacted similarly until a proposed subtenant is approved. If a shareholder is not ready to sublet, each subsequent name on the list will be contacted similarly until the sublet is accepted. This procedure will be repeated each time a sublet becomes available. If, on the third notification, a shareholder is still not prepared to sublet, his/her name will be moved to the bottom of the current waiting list.

8. The Corporation will provide approved subtenant(s) with one parking space.

9. Subtenants are not allowed to harbor dogs in the subject apartment, other than service or emotional support dogs.

These guidelines are not intended to limit the right of the Board to consider all information and factors deemed relevant by the Board.

Any shareholder who subleases his/her apartment to a third party without written approval from the Board shall be in default of their proprietary lease. In such an event, the Corporation will commence legal proceedings to terminate the proprietary lease.

Any further questions or inquiries should be directed to the Managing Agent at the address and telephone number listed above.

Very truly yours,

BOARD OF DIRECTORS  
2261 PALMER AVENUE CORP.



# Protect Your Family From Lead in Your Home

 **EPA** United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

January 2020

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

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 or 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](http://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.

1

## Lead Gets into the Body in Many Ways

### 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.

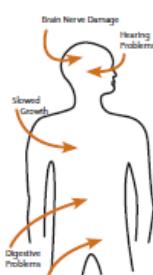
2

## Health Effects of Lead

**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

3

## Check Your Family for Lead

**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.**

4

## Where Lead-Based Paint Is Found

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](http://epa.gov/lead).

<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<sup>2</sup>), 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.

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

**Deteriorated 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:

- 10 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 100  $\mu\text{g}/\text{ft}^2$  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.

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## Checking Your Home for Lead

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.

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## Checking Your Home for Lead, continued

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](http://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

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.

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## Reducing Lead Hazards

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 contractor. 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.

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## Reducing Lead Hazards, continued

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 windowsills
- 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](http://epa.gov/lead), or call 1-800-424-LEAD.

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

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*.

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## Other Sources of Lead

### 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.

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

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## Other Sources of Lead, continued

- **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.

<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.

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## For More Information

### 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**.

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## Consumer Product Safety Commission (CPSC)

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)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes 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/lead](http://hud.gov/lead)

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U. S. EPA Washington DC 20460  
U. S. CPSC Bethesda MD 20814  
U. S. HUD Washington DC 20410

EPA-747-K-12-001  
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## U. S. Environmental Protection Agency (EPA) Regional Offices

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 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) 665-7704

**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) 906-6809

**Region 7** (Iowa, Kansas, Missouri, Nebraska)  
Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
Lenexa, KS 66219  
(800) 223-0425

**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 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 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) 562-9998

**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 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
Regional Lead Contact  
U.S. EPA Region 5 (LL-17)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 353-3808

**Region 10** (Alaska, Idaho, Oregon, Washington)  
Regional Lead Contact  
U.S. EPA Region 10 (20-C04)  
Air and Toxics Enforcement Section  
1200 Sixth Avenue, Suite 155  
Seattle, WA 98101  
(206) 553-1200

## 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).

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## NYS SMOKE ALARM UPGRADES AS OF APRIL 1, 2019



### Building Standards and Codes

### Fire Prevention and Control

Effective April 1, 2019, a new NY State law requires all **NEW** or **REPLACEMENT** smoke alarms in New York State to be powered by a 10-year, sealed, non-removable battery, or hardwired to the home. **This does not affect your currently installed smoke alarms** *You don't need to replace alarms that are currently in your home or apartment - but any that you replace need to be 10-year battery powered or hardwired.* Important to note, smoke alarms have an estimated life of around 10 years before they become unreliable.

#### **Breakdown of the new smoke alarm requirements**

According to NYS Law 399-ccc: "It shall be unlawful for any person or entity to distribute, sell, offer for sale, or import any battery-operated smoke detecting alarm device powered by a replaceable or removable battery not capable of powering such device for a minimum of ten years." Homeowners and landlords must upgrade their smoke alarms before selling or renting homes and apartments in New York State. While these 10-year smoke alarms have a larger upfront cost than traditional alarms powered by replaceable batteries (approximately \$20 per Apartment) the lack of yearly battery changes makes them cheaper over the life of the device. As with ALL smoke alarms, manufacturers recommends that the 10-year sealed smoke alarms still be tested at least twice each year using the button on the front of the Apartment to ensure they are working properly.

#### **Some Frequently Asked Questions:**

##### ***Do I need to replace the alarms I have installed already?***

*You are NOT required to immediately replace your current smoke detectors, but any that are replaced or added after April 1st are required to be 10-year battery powered or hardwired. After this date, traditional removable battery smoke alarms will be unavailable for purchase in NY State.*

##### ***Are they more expensive than non-sealed alarms?***

Up front? Yes. In the long term? No. Most 10-year sealed smoke alarms range in price from roughly \$20-\$30, making their initial investment higher than a nonsealed alarm, but non-sealed alarms require annual battery changes. The cost of these replacement batteries average \$38 over their 10-year life span, meaning they ultimately cost more than the sealed version.

##### ***Do they really last 10 years?***

Yes, they do, the sealed lithium battery (included) will never have to be replaced throughout the life of the alarm, giving you a decade of peace of mind even in the event of a power outage.

##### ***Will I activate the alarm when I'm cooking something?***

No. There are 10-year sealed alarms specifically designed for the kitchen with advanced sensors that can tell the difference between cooking smoke and real fire.

##### ***Why did the law change to require these upgrades?***

The dangerous habit of disabling or removing smoke detectors after an accidental alarm while cooking is a major part of why this new legislation went into effect, so alarm manufacturers considered this issue in the design of 10-year sealed alarms. You are very likely to experience less nuisance alarms than you did with your traditional battery alarm.

##### ***Are 10-year sealed smoke alarms better than hard-wired smoke alarms?***

There are advantages to both systems. Hard-wired smoke alarms tie into your home's wiring and require professional installation, but generally do not require battery changes unless they feature a backup battery. 10-year sealed battery only alarms are simple to install, and they work during a power failure. All smoke alarms have a life span of 10 years, sealed or non-sealed, and should be tested on a regular basis. When the battery wears out in a 10-year sealed alarm, the entire Apartment must be replaced, which helps prevent outdated Apartments from staying in operation.

##### ***What about landlords and their rental properties?***

10-year sealed alarms offer security and convenience to landlords, who are legally required by New York State to provide smoke detectors in their rental properties. The tamper-proof design of these alarms prevents tenants from removing the batteries due to nuisance alarms, or to use the batteries for

another purpose. The 10-year lifespan of these lithium batteries means fewer changes and fewer equipment updates. Overall, there is a lesser chance of equipment failure in the event of a fire.