

## “Get Ahead of Lead” January Special 2025 Bulletin

January 22, 2025

Dear Property Owners,

Furthering our commitment to providing property owners information on their obligations under the law, the Department of Housing Preservation and Development (HPD) will be publishing a series of quarterly bulletins online and via email. Each bulletin will highlight one aspect of the law and is not meant to comprehensively cover all laws and rules that apply. Visit the [HPD website](#) to read this bulletin and past bulletins in other languages.

*This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.*

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### "Get Ahead of Lead" \*SPECIAL\* Briefing

#### Stay Compliant: Annual Requirements and Next Steps

As part of our commitment to ensuring compliance and maintaining a safe environment for all residents, we are sharing important updates and action items regarding the Annual Notice and related responsibilities.

#### Annual Notice and Recordkeeping

By January 15<sup>th</sup> an [Annual Notice](#) advising about lead-based paint / window guard laws and asking about whether a child under six resides in the apartment should have been distributed to all tenants if your building was built prior to 1960. It is critical that you maintain accurate records to document this notification process.

Please ensure your records are complete and stored appropriately for future auditing purposes.

#### Upcoming Requirements (Action Needed)

**Now**, you must: reach out to tenants who have not responded to the annual notice. Verification is critical to ensure compliance with regulations. Use clear communication channels to encourage responses.

- [Delivery of Annual Notice](#) - No Response - Detailed Form

**Between February 16th – March 1<sup>st</sup>** you must conduct and Document Visual Assessments in those apartments with a child under six. This involves checking for potential lead-based paint hazards and documenting both your attempts and findings.

To help you maintain proper records, we recommend you use the Sample [Recordkeeping Template for Visual Assessments](#)

**Penalties and Increased Auditing**

Please remember that non-compliance can result in violations and civil penalties as new recordkeeping auditing processes are implemented. To avoid these consequences:

- Complete all required tasks by the specified deadline.
- Maintain thorough and organized documentation.
- Act promptly to resolve any outstanding issues.

**Penalties** may be significant for failing to conduct any of the above activities or keeping records that document compliance.

Visit [Lead-Based Paint - HPD](#) or call contact 212-863-5501 for more information about any processes described here.

Thank you for your attention to this important matter.