

**THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
DIVISION OF CODE ENFORCEMENT**

RECORD PRODUCTION ORDER 618, 619, and 620 DISMISSAL REQUEST FORM

1. BUILDING INFORMATION

Building Address: _____ Borough: _____

Number of Dwelling Units: _____ Property Registration Number: _____

Violation Numbers to Be Dismissed: _____

2. REQUESTOR INFORMATION

Name (Print): _____ Requestor* is: Owner Manager
(Check applicable box)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

***The requestor must be a person designated on the Property Registration as the owner or managing agent.**

I am requesting a review of documents as requested in the Record Production Order to show that I am in compliance with Local Law 1/2004 record-keeping requirements for the last ten years.

I previously submitted documents for the following years; I have not reattached them here but I understand that HPD may request them at a future time. Years submitted:

Name (Printed): _____

Signature: _____ Date: _____

Return this form and all documents as requested in the Record Production Order to:

Division of Code Enforcement
345 Adams Street 10th Floor
Brooklyn, NY 11201
Attn: Audit Unit

If you need assistance, please contact the Lead Audit Unit at 212-863-5501 Option #5.

THIS SECTION IS FOR CODE ENFORCEMENT USE ONLY

Date received: _____ Number of violations pending: _____
_____ Mail _____ Walk-In _____ Accepted _____ Rejected
Note: _____ This form was processed by: _____

The City of New York
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
Division of Code Enforcement

RECORD PRODUCTION ORDER DISMISSAL REQUEST FORM INSTRUCTIONS

The Record Production Order Dismissal Request Program provides owners and managing agents with an opportunity to have their property with open Record Production Order 618, 619, and 620 violations dismissed and no longer listed as open violations in the Department of Housing Preservation and Development's ("HPD") records. **If you have multiple 618, 619, and 620 violations for the same building, you only need to submit one copy of the same records.**

A Dismissal Request form may be rejected by HPD when: there is no current or valid Property Registration for the building which is the subject of the form ("subject building"); there is an unpaid emergency repair charge for repairs performed by or on behalf of HPD; when the owner, managing agent, or subject building is the subject of pending HPD-related litigation; when the owner, managing agent, or subject building is the subject of an uncollected judgment arising from HPD-related litigation.

You should also submit all documents required for violation clearance. Beginning on page four of these instructions, you will find detailed instructions related to required documentation for the dismissal of certain violations.

Dismissal Fees:

- ✓ No fee is required if ten(10) consecutive years of adequate records are provided. This MUST include records for the calendar year in which the owner is submitting the dismissal request.
- ✓ For the calendar year in which the owner is submitting the dismissal request, upon notification from the department that such submitted documentation is sufficient, a payment of \$1000 must be made for each year that the owner does not have adequate records. DO NOT SUBMIT any payment until you are instructed to do so.

1. Completing the application

Section 1:

- ✓ Provide the address of the subject building (house number, street name and borough) and the number of dwelling units it contains.
- ✓ Please check off the order/s on record that you wish the department to dismiss.

Section 2:

- ✓ Provide your name, mailing address, daytime telephone number, and e-mail address. After review, a determination letter will be emailed to you. Indicate whether you are the owner or managing agent of the subject building by checking the appropriate box.
- ✓ Print your name, sign your name and date the form. A Dismissal Request form will only be accepted **if signed** by the owner or managing agent of the subject building.

Submission:

- ✓ Mail or deliver the completed Dismissal Request form along with all records as requested in the Record Production Order to:
HPD Lead Audit Unit
345 Adams Street 10th Floor
Brooklyn, NY 11201

Resources:

- ✓ Forms that you may need to assist with Local Law 1/2004 record keeping requirements are available on our website under the Owner Recordkeeping Responsibilities Tab.
- ✓ A Webinar titled "Lead-Based Paint Annual Notice and Recordkeeping: An Owner's Guide to Compliance in NYC" is also available on our website under the Webinars Tab.
- ✓ HPD's Lead-Based Paint webpage is located at: <https://www.nyc.gov/site/hpd/services-and-information/lead-based-paint.page>

Once HPD processes your form:

- ✓ If you provided ten years of adequate records, and the application is acceptable, you will be notified that the violation order/s were dismissed.
- ✓ If you provided at least three consecutive years of adequate records, including such records for the calendar year in which you submitted the dismissal request, and the application is acceptable, you will be notified that the submitted documentation is sufficient, and a payment of \$1000 must be made for each of the seven years that you do not have adequate records. Once payment is received, the violation order/s will be dismissed.
- ✓ If the documents or application are not acceptable, you will receive a rejection letter from HPD listing the reasons why the documents or application are not acceptable. You may resubmit once the rejection reasons are addressed.

Please Note: As of January 1, 2020, the term “reside” now means that a child under six years of age lives in the dwelling unit in a pre-1960 building, OR a child under six years of age routinely spends 10 or more hours per week in such a dwelling unit.

Instructions to Comply with Violation Orders #618, #619, and #620

For compliance with violation order #618, # 619, and #620, you must return **ANY AFFIDAVITS AND COPIES OF SUPPORTING RECORDS** you are providing for all sections of this request. Keep a copy of this form and any affidavits that you submit for your records.

Records should be delivered in person or mailed with proof of delivery retained to:

Department of Housing Preservation and Development
345 Adams Street, 10th Floor
Brooklyn, NY 11201
Attn: Record Audit

Questions about these violations can be directed to HPD’s Lead Unit at (212) 863-5501 option 5.

Instructions

For each of the below sections, a description of what documentation must be provided for **each year of the audit period** is indicated. Unless otherwise noted, all documents are required in each category.

Section 1: Audit of Annual Notice Distribution and Investigation (for Violation Orders #618, #619 and #620)

1.1 Proof of delivery of the Annual Notice to the Occupant of each dwelling unit

- a) The complete and notarized Affidavit of Delivery of Annual Notice (enclosed with the Dismissal Request) with a sample copy of the annual notice that was delivered. You can also access a sample copy at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/618-619-620-violation-certification-form.pdf>
- b) A complete list with the building address, each dwelling unit number and the date of delivery to each dwelling unit or the date of the email notice sent to each dwelling unit.

ITEM “C” BELOW IS REQUIRED ONLY IF any of the dwelling units are exempt from the presumption of lead-based paint established in Administrative Code §27-2056.5(a) due to the provisions identified in the paragraph below:

- c. A complete list of any dwelling units in the building for which there is a lead exemption obtained from

HPD for the dwelling unit that is in effect during the audit period; and a complete list of owner/shareholder-occupied cooperative or condominium dwelling units during the audit period, where the owner was not required to provide Annual Notices to such owner/shareholder. Any such lists must be signed by the owner.

1.2 Annual Notice respond received from the occupants of each dwelling unit

- a. A list of the dwelling units with an indication of whether the dwelling unit responded and the response, including whether there is a child under six residing in the unit based on either the occupant’s verbal or written response or the owner’s inspection/knowledge.
- b. Copies of the completed and returned Annual Notice, where received. Documents must have the building address, dwelling unit number, and occupant’s name, signature, and date.

ITEM “C” BELOW IS REQUIRED ONLY IF any dwelling units did not respond to the Annual Notice:

- c. The date when access was attempted to confirm the residence of a child or an indication that the owner had knowledge of a dwelling unit with a child under six; proof of providing written notice by certified or registered mail or by first class mail with proof of mailing of the need to access the unit; and a copy of the notice sent by the owner to the Department of Health and Mental Hygiene regarding failure to access any particular dwelling unit.

1.3 Annual investigation reports conducted pursuant to responses by occupants to Annual Notices

- a. Completed and notarized **Affidavit of Annual Investigation for Lead-Based Paint Hazards** (Enclosed with this Dismissal Request). You can also access a sample copy of this affidavit at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/618-619-620-violation-certification-form.pdf>
- b. Copies of the inspection reports for dwelling units that were inspected, including a statement whether there was or was not peeling paint on all visually inspected components or similar documentation.

ITEMS "C" AND "D" BELOW ARE REQUIRED ONLY IF access was not gained to a dwelling unit for the investigation:

- c. Completed and notarized **Affidavit of No Access to Perform Annual Investigation for Lead- Based Paint Hazards** (enclosed with this Dismissal Request).
- d. Copies of the written notice given to the occupant informing the occupant of the need to access the unit or similar documentation and a record regarding access attempts and the reasons for failure of access.

Section 2: Audit of Work Performed to Correct Lead-Based Paint Hazard Violations (Violation Orders #618 and #620)

2.1 For currently open and uncertified violations in the audit period

- ▶ If you require assistance identifying whether there are currently open and uncertified violations in the audit period, contact HPD's Lead Unit at (212) 863-5501 option 5.
- ▶ If you have no currently open and uncertified lead-based paint hazard violations from HPD for the audit period, nothing is required to be provided for Section 2.

Owner must provide ALL of the following **for each currently open and uncertified lead-based paint hazard violation**.

- a. Completed and notarized Affidavit AF-5 for orders 616, 617, and 624. This document is available at: <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/form-af-5.pdf>. For orders 621, 622, 623, and 625 use Form 194 CIV LEAD (621/622/623/625). Documents are available at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/621-622-623-625-cert-and-instructions.pdf>
- b. An Affidavit from the EPA-certified abatement firm's authorized agent or individual who performed the work to correct the lead-based paint hazard violation(s) stating that the work was performed in accordance with §27-2056.11 of Article 14 of the Housing Maintenance Code and 28 RCNY §11-06; The start and completion date of the work; the address and contact information (phone or email) for the EPA firm that completed the work. A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-sworn-statement-epa-licensed-lead-abatement-firm.pdf>
- c. A copy of the EPA certification for the abatement firm that performed the work to correct the lead-based paint hazard violation(s).
- d. A copy of the State-certified laboratory analysis of all surface dust samples taken which indicates the method of preparation and analysis of the samples.
- e. An Affidavit from the individual who took the surface dust sample, verifying the date the sample was taken and indicating the address/dwelling unit where the sample was taken. A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-affadavit-dust-wipe-sampler.pdf>
- f. A copy of the Certificate of Training of the individual who took surface dust samples. The Certificate of Training must be valid for the period when the dust samples were taken.

Section 3: Audit of Non-Violation Work that Disturbed Lead-Based Paint or Paint of Unknown Content (Only Violation Orders #618 and #620)

3.1 Records for all non-violation work that disturbed lead-based paint or paint of unknown lead content on a surface greater than two square feet per room in a dwelling unit where a child under six years of age resides, or in the common areas of the building, including documentation of the work practice used.

ITEM "A" BELOW IS REQUIRED ONLY IF no non-violation work on painted surfaces in apartments with children under six at the time of the repair was completed during the audit period:

- a. Completed and notarized **Affidavit for No Work that Disturbed Lead-Based Paint or Paint of Unknown Lead Content (Non-Violation)** (enclosed with this Dismissal Request). You can also access a sample copy of this affidavit at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/618-619-620-violation-certification-form.pdf>

OR IF SUCH WORK WAS PERFORMED:

Owner must provide a list of where work was performed and provide **ALL** of the following for each instance of work.

- b. An Affidavit from the EPA-certified abatement or EPA-certified Renovation firm's authorized agent or individual who performed the work to correct the lead-based paint hazard violation(s) stating that the work was performed in accordance with §27-2056.11 of Article 14 of the Housing Maintenance Code and 28 RCNY §11-06; the start and completion date of the work; the address and contact information (phone or email) for the EPA firm that completed the work. A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-sworn-statement-epa-licensed-lead-abatement-firm.pdf>
- c. A copy of the EPA certification for the firm that performed the work.
- d. A copy of EPA certifications of the EPA-certified Renovators or Abatement Workers and Supervisors who performed the work.
- e. The location of the work performed in each room including a description of such work OR invoices for payment for such work.
- f. A copy of the State-certified laboratory analysis of all surface dust samples taken which indicates the method of preparation and analysis of the samples.
- g. An Affidavit from the individual who took the surface dust samples, verifying the date the sample was taken and indicating the address/dwelling unit where the sample was taken. A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-affadavit-dust-wipe-sampler.pdf>
- h. A copy of the Certificate of Training of the individual who took surface dust samples. The Certificate of Training must be valid for the period when the dust samples were taken.

ITEM "I" BELOW IS REQUIRED ONLY IF an occupant is not relocated from the dwelling and the work continues past one day.

- i. Checklists completed when/if occupants were allowed temporary access to a work area at the end of the day after work has ceased for the day.

ITEMS "J" AND "K" BELOW ARE REQUIRED ONLY IF the work that was performed disturbed more than 100 square feet of lead-based paint or paint of unknown lead content in a room in a dwelling unit where a child under age six resides, or involved the removal of two or more windows in such unit:

- j. A copy of the owner's completed and signed notice of commencement of work that was filed with the Department of Health and Mental Hygiene.
- k. Any changes in the information contained in the notice filed with the Department of Health and Mental Hygiene prior to commencement of work, or if work has already commenced, within 24 hours of any such change.

Section 4: Audit of Work Performed at Turnover of any Dwelling Unit (for violation orders #618 and #620)

REQUIRED FOR ALL:

- a. The completed and notarized **Affidavit for Turnover of Any Dwelling Unit** (enclosed with this Dismissal Request) listing any dwelling units where a tenant has vacated a dwelling unit and the dwelling unit has been re-occupied by a new tenant during the audit period. You can also access a sample copy of this affidavit at: <https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/618-619-620-violation-certification-form.pdf>

ITEM "B" BELOW IS REQUIRED ONLY IF no work was necessary to comply with the requirements for turnover of the dwelling unit:

- b. The completed and notarized **Affidavit of No Turnover Work Necessary** (enclosed with this Dismissal Request). You can also access a sample copy of this affidavit at <http://www1.nyc.gov/assets/hpd/downloads/pdfs/618-619-620-violation-certification-form.pdf>

ITEMS "C" THROUGH "I" BELOW ARE REQUIRED ONLY IF work was completed to comply with the requirements for turnover of the dwelling unit including remediating lead-based paint hazards or presumed lead-based paint hazards; removing lead-based paint on friction surfaces on all doors and door frames; removing lead-based paint on all friction surfaces of windows or providing for the installation of replacement window channels or sliders; and making all bare floors, window sills, and window wells smooth and cleanable:

- c. An Affidavit from the EPA-certified abatement firm or renovation firm's authorized agent or individual who performed the work stating that the work was performed in accordance with §27-2056.1 l(a)(3) of Article 14 of the Housing Maintenance Code and 28 RCNY§11-06; The start and completion date of the work; The address and contact information (phone or email) for the EPA firm that complete the work. A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-sworn-statement-epa-licensed-lead-abatement-firm.pdf>
- d. A copy of the EPA certification for the abatement firm where applicable, or Renovation firm that performed the work.
- e. A copy of EPA certifications of the EPA-certified Abatement Workers and Supervisors, where applicable, or Renovators who performed the work.
- f. The location of the work performed in each room, including a description of such work and components of parts of the dwelling unit that were replaced OR invoices for payment for such work.
- g. A copy of the State-certified laboratory analysis of all surface dust samples taken which indicates the method of preparation and analysis of the samples.
- h. An Affidavit from the individual who took the surface dust samples, verifying the date the sample was taken and indicating the address/dwelling unit where the sample was taken (a sample document can be found at <https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/sample-affadavit-dust-wipe-sampler.pdf>
- i. A copy of the Certificate of Training of the individual who took surface dust sample. The Certificate of Training must be valid for the period when the dust samples were taken.

Section 5: Audit of Five-Year XRF Testing Requirements (Violation Orders #618 and #620

REQUIRED FOR ALL:

- a. **Affidavit of Compliance with Lead-Based Paint Testing** (enclosed with this Dismissal Request).
- b. Copies of any lead inspection reports done by an EPA certified inspector or risk assessor which includes surfaces or components which tested positive and negative for lead-based paint.
- c. If providing (b) above, a copy of the EPA certification for the certified inspector or risk assessor who performed the inspection and prepared the inspection report and, if tested after August 9, 2020, an **Affidavit by Certified Individual Who Performed Lead-Based Paint Testing** completed by the inspector or risk assessor (enclosed with this Dismissal Request). A sample document can be found at <https://www.nyc.gov/assets/hpd/downloads/pdfs/services/sample-affidavit-certified-individual-testing.pdf>

AFFIDAVIT OF LEAD-BASED PAINT RECORDS FROM PREVIOUS OWNER

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent for the building located at: _____
(**address**) ("Premises").

That I/Corporation _____ (**print name**), purchased the Premises on
_____ (**date**). I have attached a copy of the deed for the Premises.

That although the Premises is subject to compliance with the New York City Childhood Lead Poisoning Prevention Act of 2003 (Local Law 1 of 2004, as amended) which requires that certain records be kept by owners for at least ten years under Administrative Code Sections 27-2056.4 and 27-2056.17 and that such records be transferred to new owners, I have:

Must Select **ONE**:

☐ not received any records related to compliance with the Lead Poisoning Prevention Act from the previous owner.

OR

☐ received only the attached records related to the compliance with the Lead Poisoning Prevention Act from the previous owner for the period covered by the start of this audit through to the date of my purchase of the Premises. These records are for (select all that apply):

☐ Proof of the delivery of the Annual Notice

☐ Non-violation work that disturbed lead-based paint or paint of unknown lead content

☐ Annual Notice response received

☐ Work performed at turnover

☐ Annual investigations conducted

(Print Name)

(Signature)

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

**AFFIDAVIT OF DELIVERY OF ANNUAL NOTICE –
MAILING/EMAILING/HAND-DELIVERY**

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

The delivery of the Annual Notice for Prevention of Lead-based Paint Hazards Inquiry Regarding Child, that is required under Administrative Code Section 27-2056.4 (“Annual Notice”) to each dwelling unit in the building located at _____ (“Premises”) was completed during the audit period by:

Select all that apply:

- ☐ Myself, the owner/managing agent
- ☐ My employee under my direction
- ☐ A third party hired by me or my employee under my direction

The procedure during the audit period to deliver the Annual Notice to each dwelling unit in the building located at the “Premises” was (**must select one**) by ☐ email or by ☐ mail or by ☐ hand-delivery to the occupant of the dwelling unit, or by ☐ a combination of email, mail, and hand delivery.

In support of this Affidavit, I am attaching any of the following records which I have in my possession for each year of the audit period:

- A sample copy of the Annual Notice in English and Spanish that was mailed/emailed/hand-delivered to the occupants of the building;
- A complete list with the building address, each dwelling unit number, the date of delivery to each dwelling unit or the date of the email notice sent to each dwelling unit, and the name of the individual who performed the delivery to each dwelling unit; and
- If the delivery was completed by a third party: the company’s name and address.

(Print Name)

(Signature)

**

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

AFFIDAVIT OF ANNUAL INVESTIGATION FOR LEAD-BASED PAINT HAZARDS

I, _____ (**print name**), swear or affirm under penalty of perjury as follows: I am the owner/managing agent for the building located at: _____ (**address**) ("Premises").

I or my employee, or an individual hired by me for this purpose, conducted a visual inspection for lead-based paint hazards in dwelling units where a child under the age of six resides and the common areas of the building where a child under the age of six resides that are required to be inspected annually under Administrative Code section 27-2056.4.

I understand that effective January 2020, the NYC Childhood Lead Poisoning Prevention Act (Local Law 1 of 2004) was amended so that the word "resides" now means that a child under six years of age lives in the dwelling unit in a pre-1960 building, OR a child under six years of age routinely spends 10 or more hours per week in such a dwelling unit. In either case, the child is considered to "reside" in the unit for purposes of compliance with the law.

In support of this Affidavit, I am attaching any of the records which I have in my possession for each year of the audit period that reflect:

- The dwelling units in which an inspection was conducted, including the name of the person who performed the visual inspection, the date of the inspection, and the dwelling unit number and a copy of the inspection for each unit.

(Print Name)

(Signature)

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

**AFFIDAVIT OF NO ACCESS TO PERFORM ANNUAL INVESTIGATION
FOR LEAD-BASED PAINT HAZARDS**

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent _____ for the building located _____ at: (address) ("Premises").

I or my employee, or an individual hired by me for this purpose, attempted to conduct a visual inspection for lead-based paint hazards in dwelling units where a child under the age of six resides that are required to be inspected annually under Administrative Code section 27-2056.4. I understand that effective January 2020, the NYC Childhood Lead Poisoning Prevention Act (Local Law 1 of 2004) was amended so that the word "resides" now means that a child under six years of age lives in the dwelling unit in a pre-1960 building, OR a child under six years of age routinely spends 10 or more hours per week in such a dwelling unit. In either case, the child is considered to "reside" in the unit for purposes of compliance with the law.

A visual inspection was not completed in certain dwelling units due to failure to gain access for the inspection, despite attempts to gain access and written notification to the occupant of the dwelling unit regarding the need for access for inspection.

In support of this Affidavit, I am attaching any of the records which I have in my possession for each year of the audit period that reflect:

- The dwelling units in which a visual inspection may have been required but was not conducted, and for each such unit:
 - Copies of the written notice provided by certified, registered or first-class mail to the occupant of such units regarding the need to access the unit for inspection, including the date of mailing with proof of mailing, or similar documentation;
 - The dates an attempt was made to gain access; and
 - The reason(s) that the inspection was not conducted (for example, no response to the annual notice regarding lead-based paint hazards, refusal to allow access, or no response to owner's notification of need for access for inspection).

(Print Name)

(Signature)

* State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

AFFIDAVIT FOR WORK THAT DID NOT DISTURBED LEAD-BASED PAINT OR PAINT OF UNKNOWN LEAD CONTENT (NON-VIOLATION)

I, _____ (print name), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent for the building located at: _____ (address) ("Premises") and I have not performed or caused to be performed by an employee or contractor any work that disturbed more than two square feet of any lead-based paint or paint of unknown lead content in any room of an apartment where a child under six years of age resided at the time at the Premises during the audit period.

I understand that effective January 2020, the NYC Childhood Lead Poisoning Prevention Act (Local Law 1 of 2004) was amended so that the word "resides" now means that a child under six years of age lives in the dwelling unit in a pre-1960 building, OR a child under six years of age routinely spends 10 or more hours per week in such a dwelling unit. In either case, the child is considered to "reside" in the unit for purposes of compliance with the law.

I have listed each unit below where work was performed during the audit period when I was the owner/managing agent, and I have indicated the basis for stating the work did not disturb lead paint:

Unit Number	Choose the reason below (X).			
	Unit has HPD lead free paint exemption.	Unit was tested for lead-based paint by an EPA-certified Inspector or Risk Assessor and no painted surface tested positive for lead-based paint.*	No child under 6 years of age resided in the unit at the time.	The work performed did not disturb more than two square feet of any lead paint or paint of unknown lead content in a room.

*If the dwelling unit was tested for lead-based paint and tested negative for lead-based paint, I am attaching the following required documentation:

- A copy of the inspection report prepared by an EPA-certified Inspector or Risk Assessor.
- A copy of the EPA certification of the Inspector or Risk Assessor valid for the inspection date.
- A notarized Affidavit by the Inspector or Risk Assessor who conducted the inspection. (Affidavit enclosed with this order).

Please add additional copies of this Affidavit if additional space is needed to list all the units.

(Print Name) (Signature)

State of _____, County of _____ Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

AFFIDAVIT FOR TURNOVER OF ANY DWELLING UNIT

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent for the building located at: _____
(**address**) (“Premises”) and that:

Must Select **ONE**:

☐ No dwelling unit was vacated and re-occupied by a new tenant (turnover) during the audit period when I was the owner/managing agent.

OR

☐ The following dwelling units were vacated and re-occupied by a new tenant (turnover) during the audit period when I was the owner/ managing agent.

Unit Number	Date the previous tenant ended occupancy	Date the new tenant started occupancy

Please add additional copies of this Affidavit if additional space is needed to list all the units.

For any unit that did turn over, the owner/managing agent must also submit all records listed in Section 4 “c” through “i” of the Record Production Order to demonstrate compliance with the work requirements.

For any unit that did turn over but for which turnover work was not required, the owner/managing agent must complete and submit the **Affidavit of No Turnover Work Necessary**.

(Print Name)

(Signature)

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

AFFIDAVIT OF NO TURNOVER WORK NECESSARY

I, _____ (print name), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent for the building located at: _____ (address) (“Premises”) and that the following dwelling units were vacated and re-occupied by a new tenant (turnover) during the audit period when I was the owner/managing agent but did not require turnover work pursuant to Administrative Code Section 27-2056.8.

I have listed each unit below and indicated the basis for stating the unit did not require turnover work:

Unit Number	Choose the reason below (X).			
	Unit has HPD Lead Free paint exemption.	Unit has no painted window and door friction surfaces, the floor, window sills and window wells were smooth and cleanable, and there were no lead-based paint hazards or underlying defects to correct.	Unit window and door friction surfaces have tested negative for lead-based paint*, the floor, window sills and window wells were smooth and cleanable, and there were no lead-based paint hazards or underlying defects to correct.	Unit was tested for lead-based paint by an EPA-certified Inspector or Risk Assessor and no painted surfaces tested positive for lead-based paint.*

*If the dwelling unit was tested for lead-based paint and either the window and door friction surfaces were negative for lead-based paint (column 3, above) or no painted surfaces tested positive for lead-based paint (column 4, above), I am attaching the following required documentation:

- A copy of the inspection report prepared by an EPA-certified Inspector or Risk Assessor.
- A copy of the EPA certification of the Inspector or Risk Assessor valid for the inspection date.
- A notarized Affidavit by the Inspector or Risk Assessor who conducted the inspection, (Affidavit enclosed with this order).

Please add additional copies of this Affidavit if additional space is needed to list all the units.

(Print Name)

(Signature)

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)

AFFIDAVIT OF COMPLIANCE WITH LEAD-BASED PAINT XRF TESTING

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

I am the owner/managing agent for the building located at: _____

_____ (**address**) ("Premises") and I am making the following affirmations and submitting documentation regarding compliance with the lead-based paint testing requirements of Administrative Code section 27-2056.4 a-1:

Part A Select **ONE**:

☐ No child under the age of six years old has come to live in or spend 10 or more hours per week in a dwelling unit ("reside") at the Premises since August 9, 2020.

OR

☐ Yes, a child under the age of six years old has come to live in or spend 10 or more hours per week in a dwelling unit ("reside") at the Premises since August 9, 2020 and I am attaching a document with the following information:

Unit Number	Date the child came to reside	Was the unit tested for lead-based paint? (Yes or No)	Date of XRF Testing

Part B For any unit that was issued an order(COTA) by the Department of Health and Mental Hygiene after June 7,2024, I understand that the unit and the common area in the building must be XRF tested for lead-based paint.

Select **ONE**:

☐ No order(COTA) was issued by the Department of Health and Mental Hygiene after June 7,2024.

OR

☐ Order/s(COTA) were issued by the Department of Health and Mental Hygiene after June 7,2024, and I am attaching a document with the following information:

Unit Number	Date of XRF Testing

Part C For any dwelling unit in the building other than those that are listed/attached in **Part A** and **Part B** above, I understand all tenant-occupied rental dwelling units must be XRF tested no later than August 9, 2025, and I am affirming:

Select **ONE**:

☐ No other dwelling units have been XRF tested for lead-based paint at the Premises as of this date. **OR**

☐ Other dwelling units have been XRF tested at the Premises and I am attaching a document with the following information about the tested units:

Unit Number	Date of XRF Testing

Part D For any dwelling unit and the common area listed in either Part A, Part B or Part C where XRF testing was performed, I am also submitting the following records to demonstrate compliance with the testing requirements:

- Copies of any lead inspection reports, which includes surfaces which tested positive and negative for lead-based paint.
- A copy of the EPA certification for each certified inspector(s) or risk assessor(s) who performed the inspection(s).
- If tested after August 9, 2020, a notarized Affidavit by the Inspector or Risk Assessor who conducted the inspection (Affidavit enclosed with this order).

(Print Name) (Signature)

State of _____, County of _____
Sworn to before me this _____ day of _____, 20_____
Stamp

(Notary Signature)