



Date:

Apt.# _____

To:

Gentry Apartments

Please complete the enclosed application and return the original along with four (4) copies to the attention of the undersigned with the following documents.

1. Completely filled out application. Please submit photo ID.
2. Contract of Sale
3. \$50 Credit Check Fee (per person) made payable to EBMG – paid by purchaser
4. \$450 Processing Fee made payable to EBMG – paid by purchaser
5. \$350 attorney fee made payable to Rappaport, Hertz, Cherson & Rosenthal, PC – paid by seller
6. \$500 move in fee collected from purchaser
7. \$500 move out fee collected from current owner
8. Copy of the last two (2) years Income Tax Returns plus W-2's
9. (2) personal letters of reference
10. (2) business references
11. Letter from employer stating your position, length of employment and annual salary
12. Mortgage commitment if financing
13. Most recent pay stub

Gloria Taras
Transfer Agent

Excel Bradshaw Management Group, LLC
As agent for The Gentry Apartments

[\(gtaras@ebmg.com\)](mailto:gtaras@ebmg.com)



The Gentry Apartments, Inc.

Purchase Application

Please complete the enclosed application and return the original along with three (3) copies to the attention of the undersigned with the following documents.

1. Contract of Sale
2. Copy of the last two years Income Tax Returns plus W-2's
3. Two personal letters of reference
4. Two business letters of reference
5. Letter from employer stating your position, length of employment and annual salary
6. Mortgage commitment if financing
7. \$50 per person (credit check) made payable to Excel Bradshaw Management Group, LLC
8. \$450 check (processing fee) made payable to Excel Bradshaw Management Group, LLC
9. A copy of the fully executed contract of sale and any riders thereo.
10. If there is to be bank financing, a commitment letter and three original Recognition Agreements signed by the bank.
11. The Proprietary lease and House Rules Agreement form, indicating that the House Rules have been read and will be complied with, signed by the prospective purchaser(s) and notarized.

Please assemble all required information into a complete package of one original and three (3) copies. Submit the four (4) sets along with the two (2) checks required payable to Excel Bradshaw Management Group, LLC and submit to:

Excel Bradshaw Management Group, LLC
501 Surf Avenue
Brooklyn, NY 11224

Attn: Gloria Taras



All sales are subject to the approval of the Board of Directors, including approval of both the purchaser(s) and proposed occupant(s).

After a complete package is received and the appropriate references verified, the package will be submitted to the interview committee of the Board of Directors for its review. Based on its review, additional material may be requested.

After approval of the written application, a personal interview between the committee and the prospective purchaser(s) and occupant(s) will be scheduled. You will be notified of the Board's decision after the next Board meeting following the interview.

Only at this time may a closing be scheduled and no sooner than one week from the time approval is granted. Closing is at the office of the attorney for Cooperative:

William Rappaport, Esq.
118-35 Queens Blvd.
Forest Hills, NY 11375

At closing seller pays a stock transfer fee and closing fees. Please feel free to contact my office should any questions arise concerning the procedures set forth in this letter.

Very truly yours,

Gloria Taras
Transfer Agent

Excel Bradshaw Management Group, LLC
As agent for The Gentry Apartments, Inc.

gtaras@ebmg.com



The Gentry Apartments, Inc.

Re: Sale of an Apartment in The Gentry
310-330 Lenox Rd.
Brooklyn, NY 11226

Dear Prospective Purchaser(s)

In response to your request for information regarding a possible purchase of an apartment in The Gentry, please be advised that the Board of Directors required certain personal and financial information for consideration.

The following forms (enclosed) must be completed by the prospective purchaser(s) and submitted to Excel Bradshaw Management Group, LLC

- Real Estate Board of NY standard Purchase Application Form
- Financial Statement including:
 - o Assets and Liabilities Statements
 - o Schedule of Bonds, Stocks, Real Estate and Notes Payable
 - o Affidavit as to Net Worth and income, which must be notarized.
- Copies of records, statements (3 months), or agreements to support your financial statement.
- Copies of federal and state income tax returns, including all schedules, for the last two years.
- A check in the sum of \$50 per person payable to Excel Bradshaw Management Group for the cost of a credit inquiry.
- Two personal letters of reference.
- Two bank letters of reference.
- References from present landlord or managing agent.
- Employments verification letter stating position, salary, length of employment. If current employment is for less than one year, lease provide the name of previous employer, address, telephone number, position and length of employment.



Fees to Buyer (Non-refundable)

As part of the application process, prospective purchaser pay the Managing Agent \$450 for the submission of the application package and for running a credit report, currently \$50 per person, payable to Excel Bradshaw Management Group, LLC upon submission of the application.

Fees to Seller

Shareholders pay a fee to the Cooperative's attorney to transfer stock shares, customarily \$350.

Fees to Refinance and Transfer Ownership of Stock Shares

Shareholders pay a fee to the Cooperative's attorney to transfer stock shares, customarily \$350.

Documents

The following are available from the Managing Agent with photocopying fees as noted:

Offering Plan-Blue Book

Proprietary Lease – including House Rules and Policies: Subleasing Policy, Alteration/Renovation Agreement and Move-in/out Policies.

Mortgage Application Facts Information Sheet – summary of building information requested on the Uniform Residential Loan Application Form.



Credit Check Authorization

Date of Birth: _____

I, _____ S.S.# _____, applying for an apartment at _____ do hereby permit Excel Bradshaw Management Group, LLC to conduct a credit search on my background.

I, _____ do hereby affirm that it is agreed and understood by me that my approval for the apartment located at _____ may be based on my credit history.

Agreed and Understood

Equal Housing Opportunity

Purchase Application
For the Sale of Cooperative Apartment
The Gentry Apartments
310-330 Lenox Road
Brooklyn, New York 11226

The undersigned hereby makes application to purchase an apartment as indicated below.

PLEASE PRINT

Full Name _____
Last First Middle Home Phone: _____
Business Phone: _____

Present Address: _____
No. Street City State Zip code

PERSONS TO RESIDE IN UNIT				
Name	Relationship to head	Date of Birth	Sex	Social Security

Please make sure all social security numbers and birth dates are correct.

Present Housing: Rental Home Owner Other (explain)

No. of Bedrooms _____ Monthly Rent or Mortgage \$ _____ Utilities \$ _____ Totals \$ _____

Present Landlord: _____
Name Address City State Zip Code

Present Landlord Telephone #: _____ Occupancy Since: _____ Lease Expires: _____

Previous Address: _____ Tenant for: _____ Year(s) _____ Months

Previous Landlord: _____
Name Address City State Zip Code

Do you own a cat (dogs are not accepted)? Yes No Color _____ Names (s) _____

Applicant
(a) Employer's Name _____
(b) Employer's Address _____
(c) Type of Business _____
(d) Position Occupied _____

FOR OFFICE USE ONLY
The Gentry Apartments
310-330 Lenox Road
Apt. No. _____
No. of Bedrooms _____

(e) Name & Title of Supervisor _____
 (f) No. of years in present employment _____

Move In Date _____
 No. In Household _____
 Down Payment \$ _____

Co-Applicant

(a) Employer's Name _____
 (b) Employer's Address _____
 (c) Type of Business _____
 (d) Position Occupied _____
 (e) Name & Title of Supervisor _____
 (f) No. of years in present employment _____

If less than 2 years, include the same details with respect to prior employment

Applicant

(a) Employer's Name _____
 (b) Employer's Address _____
 (c) Type of Business _____
 (d) Position Occupied _____
 (e) Name & Title of Supervisor _____
 (f) No. of years in present employment _____

Co-Applicant

(a) Employer's Name _____
 (b) Employer's Address _____
 (c) Type of Business _____
 (d) Position Occupied _____
 (e) Name & Title of Supervisor _____
 (f) No. of years in present employment _____

REFERENCE AND INCOME INFORMATION

ANNUAL INCOME:

- (a) Base pay of applicant (including commissions, fees, tips estimated overtime of employment earnings for the upcoming year) \$ _____
- (b) Base pay of co-applicant (including same as above) \$ _____
- (c) Income from other sources \$ _____
(Include Social Security or Pension payments, unemployment insurance benefits, military allotments, bank interest, stock dividends, real estate income, income of all family members, child support, or income from any other source)

<u>Family Member</u>	<u>Source</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Family Income: (Add a, b, and c) _____ \$ _____

PERSONAL REFERENCES:

1) _____
Name Address City State Phone

2) _____
Name Address City State Phone

BANK:

1) _____
Name Address City Checking Account

2) _____
Name Address City Savings Account

Please provide any other information you believe will be relevant, including the names and telephone numbers of anyone such as your attorney, accountant or Realtor who could expedite the processing of this application.

The Board of Directors of The Gentry Apartments retains the right to arrive at a final approval or disapproval of any application on a case-by-case basis.

The prospective buyer(s) certify that the information provided herein is complete, accurate and true to the best of his/her knowledge.

Signed _____
Applicant

Co-Applicant

Date _____



Financial Statement

Affidavit as to Net Worth and Income

Note: If purchase, loan or sublease is being made by more than one person, each applicant must submit an affidavit as to the applicant's net worth and income.

State of New York
County of Kings

Social Security Number

_____, being duly sworn, deposes and state the following:

I submit herewith a true statement of my assets, liabilities and current net income.

I make this affidavit in order to induce the Board of Directors of the Gentry Apartments to approve the following:

1. The transfer to me _____ shares of stock of said corporation now owned by _____ and the assignment to me of the lease of Apartment _____ at 310-330 Lenox Rd., Brooklyn, NY 11226.
2. The borrowing by me of \$_____ on the security of stock of The Gentry Apartments, this now is or hereafter will be owned by me.

Applicant's Signature

Sworn to before me this _____ day
of _____ 20_____

Notary Public



Proprietary Lease and House Rules Agreement

Re: Residence in The Gentry Apartments

The undersigned hereby agrees to abide by and be governed by all the terms and condition outlined in the Proprietary Lease issued to the above referenced apartment and agrees to comply with them accordingly.

In addition, the undersigned agrees to abide by and be governed by all House Rules in effect at the time of signing, and as such rules may be duly amended from time to time by the Board of Directors.

In the event that the undersigned breaches any term or covenant of the Proprietary Lease or House Rules, the undersigned agrees to cure such default upon notice from the Board of Directors and the undersigned shall reimburse The Gentry Apartments for expenses incurred by it in connection with such default including, but not limited to, legal fees.

Shareholder / Subtenant Apt. No.

Shareholder / Subtenant Apt. No.

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

Notary Public



Security Deposit Return Request Form

Building: The Gentry Apartments

Unit: _____

Check One: () \$500 Move in Fee () \$500 Move out Fee

Address to which the move-in/out refund should be issued to:

After completing this form please mail this form to the following address:

Excel Bradshaw Management Group, LLC
501 Surf Avenue
Brooklyn, NY 11226



COUNCIL OF NEW YORK COOPERATIVES

SERVING COOPERATIVES AND CONDOMINIUMS

COOPERATIVE STOCK PURCHASE APPLICATION

To the Board of Directors of _____ Corporation:

The undersigned hereby submit this application to purchase _____ shares of stock in _____ (the "Corporation") and the Proprietary Lease for Apartment _____ at _____, New York.

We/I hereby acknowledge understanding of the following:

1. Pursuant to authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors will use this application to obtain background information regarding proposed purchasers of the Corporation's stock.
2. The Board of Directors may require additional information and will require that the applicant(s) appear for a personal interview. Other persons who will reside in the apartment may also be required to appear at this interview.
3. The Proposed purchase cannot be consummated without the consent of the Board of Directors.
4. We/I have read the Proprietary Lease and House Rules which govern the occupancy of the apartment and agree to abide by these rules.
5. In no event will the Corporation, the Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is not approved.
6. While the Board of Directors will attempt to review all applications promptly, the Corporation, the Board of Directors, and its agents will not be responsible for expenses or liabilities resulting from any delay in this review.
7. Falsification of any of the enclosed information, or omission of material information may result, without limitation, in revocation of approval by the Board of Directors and termination of the applicant's Proprietary Lease.

The undersigned authorize(s) the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc. described herein for information bearing upon this application.

The undersigned hereby makes application to purchase shares of stock in the Corporation and the Proprietary Lease for the Apartment listed above.

The undersigned acknowledges that, if this application is accepted, the undersigned will NOT, without the prior written consent of the Board of Directors:

- pledge the shares of the Corporation's Stock;
- make structural alterations to the apartment;
- sublease the apartment;
- permit non-family members to reside in the apartment for more than one month;
- use the apartment for other than residential purposes;
- or violate any provision of the Proprietary Lease, the House Rules, or the By-Laws.

The undersigned acknowledges that the apartment is being acquired in "as is" condition.

The undersigned confirms the accuracy of all of the information contained herein.

Applicant : _____ Date _____

Coapplicant (if any) : _____ Date _____



Nametag Information

Below, please place your name as you would like to see it presented on the nametag beside the mailbox.



Emergency Contact Form

Occasionally an emergency or maintenance problem will occur where it is imperative for us to contact a tenant who is not at home.

Repair work can be hampered when tenants are away on vacation or at work. Extensive damage can be prevented if we have a method of contacting the occupant.

To avoid this problem, we are requesting that you fill in the information below.

APARTMENT#: _____

OCCUPANTS NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE #: BUS: _____ HOME: _____

E-MAIL: _____

IN CASE OF EMERGENCY
CONTACT: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: BUS: _____ HOME: _____

PLEASE ADD ANY ADDITIONAL INFORMATION YOU MAY FEEL MAY ASSIST IN NOTIFYING YOU IN THE EVENT OF AN EMERGENCY



RIDER A TO SUBLEASE OF COOPERATIVE UNIT

This rider dated _____ attached to and part of lease dated _____ between _____ as landlord and _____ as subtenant in Apt. # _____ at _____, NY, _____

This agreement made part of lease dated _____ as follows;

In the event of bank foreclosure or if maintenance charges, etc. become delinquent on the unit ____ upon written notice from The Board of Directors or Managing Agent to subtenant, subtenant shall make all future monthly rental payments to The Board of Directors. Payments shall be payable in the following manner:

Cooperative Name
C/O Excel Bradshaw Management Group, LLC
393 Old Country Road, Suite 204
Carle Place, NY 11514

The payment of the monthly rent to the Board and the acceptance of the rent by the Board shall not constitute a landlord/tenant relationship between the parties.

Upon resolution of all delinquent charges subtenant shall resume paying landlord, upon notice by The Board of Directors or Managing Agent.

SHAREHOLDER:

TENANT:



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

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

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

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

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

Records and reports available to the lessor (Check (i) or (ii) below):

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

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

Agent's Acknowledgement

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

Lessee's Acknowledgement

Lessee has received copies of all information listed above.

Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*

_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date
_____ Lessor	_____ Date	_____ Lessor	_____ Date

Simple Steps To Protect Your Family From Lead Hazards

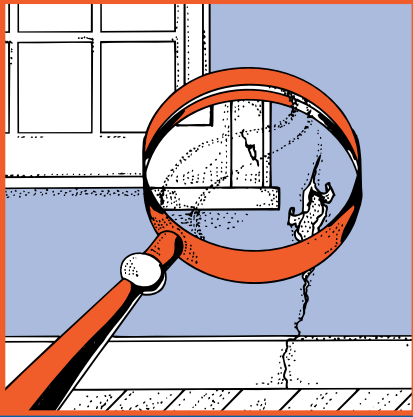
If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.



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

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

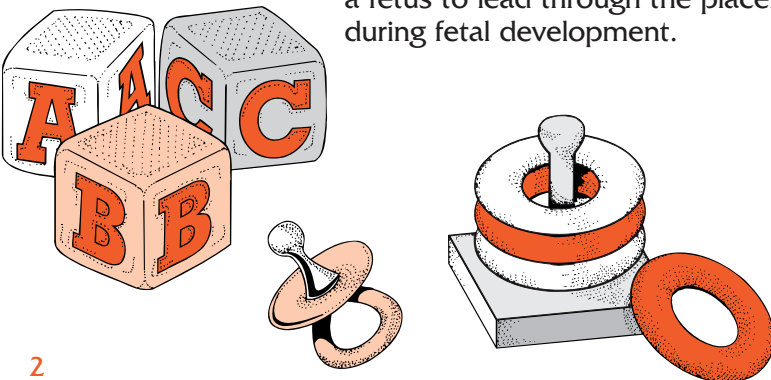
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more 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.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

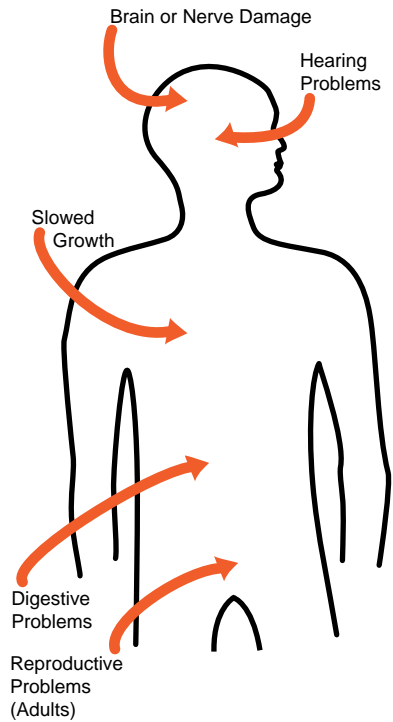
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels 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, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



**Lead affects
the body in
many ways.**

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ 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.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. 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 high levels of lead. Blood 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.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ 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. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.



You can get your home tested for lead in several different ways:

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ 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 combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

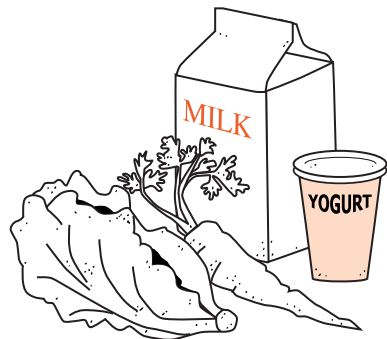
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash 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.
- ◆ 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.



Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, 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 removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this 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.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 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 windows sills; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

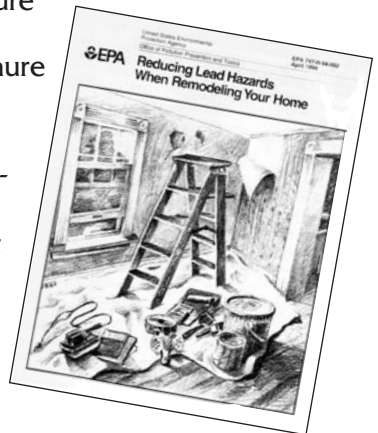
Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



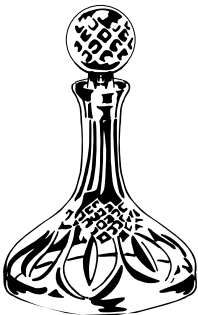
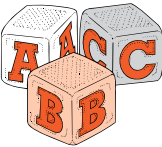
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.



- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.

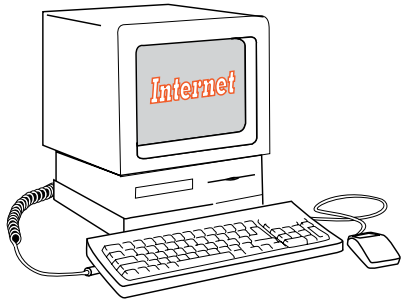


EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003