

# MONTH-TO-MONTH LEASE AGREEMENT

**THIS IS A BINDING CONTRACT. PLEASE READ IT CAREFULLY.**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Landlord, **Swami International**, and

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: xxx/xx/\_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: xxx/xx/\_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: xxx/xx/\_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: xxx/xx/\_\_\_\_\_

Hereinafter called Resident(s), witnesseth: hereby rents from Landlord, those certain premises located at:

\_\_\_\_\_, in the City of \_\_\_\_\_, CA, \_\_\_\_\_  
 Address Unit # Zip Code

including \_\_\_\_\_ (garage, parking space, etc).

Unit described as: \_\_\_\_\_.

**No additional person shall occupy said premises, or any part thereof, without Landlord's prior written consent endorsed hereon.**

**This Agreement is conditional upon, and subject to the following:**

**1. TERM-** The term of this agreement is for a month-to-month tenancy commencing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and continuing month-to-month thereon until terminated pursuant to paragraph 14.

**2. RENT-** Resident agrees to pay monthly rent of \$\_\_\_\_\_ payable in advance to 'Swami International' on the **1st** day of each month. Should the term commence on a day other than the **1st**, Tenant shall pay a prorated amount of \$\_\_\_\_\_ for the second month's rent. Rental payments shall be made only in the form of a Check, Money Order or Cashier's Check, delivered to: (include name, address, phone number and office hours)

\*Rents submitted by mail must be postmarked by the 1<sup>st</sup> to avoid any late charges. No personal checks will be accepted after the 3<sup>rd</sup>. **If Rental payment is made after the 3<sup>rd</sup> it must be in the form of cashiers check or money order.**

Failure of Resident to pay the rent or other charges due hereunder or to comply with any of the covenants or conditions herein contained shall, at Landlord's option, forthwith terminate this Lease and Resident's rights therein as provided by law. "AS REQUIRED BY LAW, YOU ARE HEREBY NOTIFIED THAT A NEGATIVE CREDIT REPORT REFLECTING ON YOUR CREDIT RECORD MAY BE SUBMITTED TO A CREDIT REPORTING AGENCY IF YOU FAIL TO FULFILL THE TERMS OF YOUR CREDIT OBLIGATIONS." California Civil Code 1785.26(c)(2).

**3. LATE CHARGE/RETURNED CHECKS** - Resident Acknowledges that Landlord will incur certain administrative costs, including but not limited to collecting the rent, lost opportunity, in connection with the late rental payment, and that the amount of such administrative costs would be difficult or impracticable to ascertain. If Resident fails to pay rent in full by the end of the **1<sup>st</sup>** day of the month rent is due, Resident shall pay a late charge of **10%** (not to exceed 10% of total rent) as additional rent. If Landlord elects to accept rent after the late charge is incurred, payment in a form other than personal check is required. Landlord does not waive the right to insist on payment of rent in full on the day it is due. In the event Resident's check is dishonored by the bank, Resident shall pay a returned check charge of **\$35.00** as additional rent. A late charge will be imposed if the returned check causes the rent to be late. Landlord requires future payments to be in a form other than personal check in the event of a returned check.

**4. SECURITY DEPOSIT-** Resident shall deposit with Landlord, as a Security Deposit, \$\_\_\_\_\_, as security for performance of the Agreement. (Total of all deposits not to exceed two (2) months rent for an unfurnished or three (3)



Swami International  
 2030 W. Rosecrans Avenue  
 Gardena, CA 90249  
 Ph: (310) 769-6669 Fax: (310) 769-6638  
 www.SwamiRentals.com

months for furnished unit). **At no time shall any portion of this deposit be considered as an advance payment of rent, including last month's rent, nor is it to be used or refunded prior to leased premises being completely vacated by all Residents.** After the premises are completely vacant, Landlord shall furnish the Resident with an itemized written statement of the basis for, and the amount of, any security withheld and shall return any remaining portion of such security to the Resident within twenty-one (21) days pursuant to California Civil Code 1950.5. The parties incorporate the Pre Move-Out Inspection Checklist herein by reference.

**5. UTILITIES-** Resident shall pay for all utilities, services and charges, if any, except: \_\_\_\_\_.

**6. USE AND OCCUPANCY-** Resident agrees to use and maintain premises as follows:

- A. Solely for private residential purposes for the Residents listed herein, for a total of \_\_\_\_\_ occupants, and by no other persons without prior written consent of the Landlord.
- B. Resident agrees not to violate any law, statute, or ordinance, nor commit, suffer or permit any waste, or nuisance in, on, or about the said premises, or in any way to annoy, molest or interfere with any other tenant or occupants of the building, nor to use in a wasteful or unreasonable or hazardous manner any of the utilities furnished by Landlord, not to maintain any mechanical, electrical or other appliance or device operated by any said utilities except as herein listed and specifically approved by Landlord in writing.
- C. Resident agrees not to alter the premises whatsoever without Landlord's express permission in writing and agrees to return said premises to Landlord in the same condition as it was received except ordinary wear and tear. To the extent permitted by law, any repairs initiated by Resident must be performed by Landlord approved vendors. Written list will be provided upon request. Invoice and proof of payment for work performed must be provided to Landlord within seven (7) days of work completion.
- D. Resident shall be responsible for maintaining the cleanliness of the unit, including window coverings, and carpets if applicable. Resident agrees to keep the premises in good repair and free from trash and unsightly material, and to immediately notify Landlord in writing of any defects or dangerous conditions in or about the premises. Resident shall reimburse Landlord for the cost to repair damage by Resident through misuse or neglect.

**7. ASSIGNMENT AND SUBLETTING-** Resident may not assign all or any portion of the Agreement nor shall Resident sublet all or any portion of the premises. Any attempt at assignment or subletting shall be void and an irremediable breach of this Agreement.

**8. PETS, WATER FILLED FURNITURE and SATELLITE DISHES** - Resident agrees that he/she will not, without Landlord's express consent in writing endorsed hereon, bring upon, keep, maintain or permit to be kept or maintained, in, on, or upon the premises any dog, cat, bird, or other animal/pet. Resident agrees that he/she will not, without Landlord's express consent in writing endorsed hereon, bring upon, maintain or permit to be kept or maintained, in, on, or upon the premises any waterbeds, aquariums, or liquid-filled furniture. No antennae nor satellite dish shall be installed on or about the premises without the prior written consent of the Landlord as provided under California Civil Code 1940.5.

**9. RIGHT OF ENTRY-** Landlord reserves the right to himself or his agent to enter said premises in case of emergency, to make necessary or agreed repairs, decorations, alterations, or improvements, supplying necessary or agreed services or exhibit the dwelling to prospective purchasers, mortgagees, tenants, workmen or contractors or when any tenant has abandoned or surrendered the premises or pursuant to court order. Except in cases of emergency or abandonment, entry will be made during normal business hours and Landlord shall give the Resident reasonable notice of intent to enter premises of no less than 24 hours pursuant to California Civil Code 1954. **Resident agrees not to change any lock or locking device to said premises without the prior written consent of Landlord, but Resident will, upon demand, furnish Landlord with keys for the purpose of making duplicates thereof.**

Upon demand by Landlord, Resident shall temporarily vacate the premises for a reasonable period of time to allow pest or vermin control work to be done. Resident shall comply with all instructions, forthwith, from pest controller, fumigator and/or exterminator regarding the preparation of the premises for the work, including the proper bagging and storage of food, perishables and medicine.



**10. MAINTENANCE/PLUMBING CHARGEBACK** – Resident shall immediately notify landlord, in writing, of any problem, malfunction or damage. Resident shall be charged for all repairs or replacements caused by resident, pets, guests or licensees of resident, excluding ordinary wear and tear. Resident shall be charged for all damages to premises as results of failure to report a problem in a timely manner. Resident shall be responsible for keeping the garbage disposal clean of bones, toothpicks, celery, oil, grease, pasta, rice and all other items that may tend to cause stoppage of the mechanism. Resident shall pay for the cleaning out of any plumbing fixture that may need to be cleared of stoppage and for the expense or damage caused by the stopping of waste pipes or overflow from bathtubs, washbasins, toilets, or sinks, if caused by negligence or misuse by resident or their guest. Resident must notify landlord with a written notice stating what item(s) need service or repair and give landlord a reasonable opportunity to service or repair that item(s). Should any charges be incurred by the City as a result of not notifying the landlord in writing of such needed service or repairs, resident shall be responsible for a minimum of \$225.00 for each occurrence plus any additional fines or inspection fees imposed by a government office as a result of resident not notifying landlord in writing of any deficiencies with the residence.

**11. INJURY, LOSS OR DAMAGE**- Landlord shall not be liable or responsible in any way for injury to any person, or for loss of, or damage to, any article belonging to Resident located in said premises, or other premises under control of Landlord. No right of storage is given by this Agreement. Landlord shall not be liable for non-delivery or missed-delivery of messages nor shall Landlord be liable for and this agreement shall not be terminated by reason of any interruption of, or interference with, services or accommodation due Resident, caused by strike, riot, orders of public authorities, acts of other residents, accident, the making of necessary repairs to the building of which said premises are a part, or any other cause beyond Landlord's control. Resident agrees to indemnify and hold Landlord harmless from all liability from any such injury, loss or damage.

Landlord does not maintain insurance to cover your personal property or personal injury. Landlord urges you to get your own insurance for losses to your personal property or injuries due to theft, fire, water damage, pipe leaks and the like.

IT IS UNDERSTOOD BY RESIDENT AND ALL PARTIES THAT RESIDENT'S PERSONAL BELONGINGS ARE NOT INSURED BY LANDLORD AND THAT RESIDENT SHOULD INSURE ALL PERSONAL PROPERTY WITH A RENTERS INSURANCE POLICY.

**12. JOINT AND SEVERAL LIABILITY**- The undersigned Resident(s) whether or not in actual possession of premises, are jointly and severally liable for all rent incurred during the term of this Agreement, and for all damages to the demised premises caused or permitted by Residents, their guests and invitees. Any breach or abandonment by any one or more of the Residents shall not terminate the Agreement nor shall it relieve the remaining Resident from fulfilling the terms of Agreement.

**13. VEHICLES AND PARKING**- Landlord reserves the right to control parking and to tow away, at Resident's expense, any vehicle causing an unsafe or hazardous condition or parked in unauthorized spaces. No automobile or other motor-driven vehicle may be brought onto the premises unless such vehicle complies with governmental noise limitations, is free from leaking fluids, insured for public/property damage, is operable and currently registered.

**14. TERMINATION AND RENT INCREASES** – If this agreement provides for a month-to-month tenancy, such tenancy may be terminated by either party by giving the other thirty (30) days notice of termination in writing if the tenant has resided for less than a year. If the tenant has resided in the unit for one year or more, a 60-day notice must be given by the landlord. This Agreement may be modified with 30 days notice in writing. For a rent increase: (a) If the amount of the increase, when added to all other increases during the prior 12 months, is 10% or less of the lowest rent charged during the prior 12 months, Landlord may serve a 30-day rent increase notice; (b) If the amount of the increase, when added to all other increases during the prior 12 months, exceeds 10% of the lowest rent charged during the prior 12-months, Landlord must serve a 60 -day rent increase notice. In either case if the notice is served by mail, the effective date of the rent increase is extended an additional 5 days.



**15. EARLY TERMINATION CLAUSE** – If the term of this agreement is fixed, then resident may, upon thirty (30) days written notice to landlord/agent, terminate this lease provided that the resident pays a termination charge of the equivalent of two (2) month's rent or the maximum allowed by law, whichever is less. Termination will be effective as of the last day of the calendar month following the end of the thirty (30) day notice period. Termination charge will be in addition to all rent due up to the termination day and security deposit deductions may be taken in addition to early termination fees.

**16. ABANDONMENT-** Resident agrees that he/she will occupy the premises continuously and that any unexplained absence from the premises under the terms and for length of time set forth in the laws of California (see California Civil Code Section 1951.3 as some may be amended from time to time) shall constitute abandonment of the premise. Any personal property left on the premises abandoned may be disposed of by the Landlord/Agent in the manner set forth in the laws of California Civil Code 1980-91 and California Code of Civil Procedure 1174.

**17. WAIVER-** Waiver by Landlord of a breach of any covenant of this Agreement will not be construed to be a continuing waiver of any subsequent breach. Landlord's receipt of rent with knowledge of Resident's violation of a covenant does not waive his right to enforce any covenant of this Agreement. The invalidity or partial invalidity of any provision of the Agreement shall not render the remainder of the Agreement invalid or unenforceable.

**18. ATTORNEY'S FEES-** If any legal action or proceeding is brought by Owner or Renter related to this Agreement, the prevailing party shall recover attorney's fees not to exceed the sum of \$500, plus cost.

**19. SMOKE & CARBON MONOXIDE DETECTOR** - The premises are equipped with Smoke and Carbon Monoxide Detection device(s) (Devices) and:

- a. Resident(s) acknowledges that operation of the Devices was explained by Landlord in the presence of the Resident(s) at the time of initial occupancy, and that the Devices were tested and in proper working order at that time.
- b. Resident(s) shall perform the Manufacturer's recommended test to determine whether the Devices are operating properly at least once a month. Additionally, where local law requires a Landlord to test the Device(s), the Resident shall allow the Landlord or Landlord's agent access to the unit for purposes of installing, repairing, testing, and/or maintaining the devices.
- c. Resident(s) shall inform the Landlord immediately, in writing, of any defect, malfunction, or failure of any Device(s).
- d. Resident(s) shall not tamper with, deface, disconnect or damage the Devices , and shall take reasonable care to ensure that the Devices remain operational.

\_\_\_\_\_ RESIDENT INITIAL ONLY IF BATTERY OPERATED: By initialing as provided, each Resident understands that Device(s) and Alarms (if applicable) are battery operated unit(s) and it shall be each Resident's responsibility to:

1. Ensure the battery is in operating condition at all times;
2. Replace the battery as needed (unless otherwise provided by law);
3. Inform the Landlord in writing immediately where, after replacing the battery, the Device(s) does/do not work.

**20. INITIAL** and complete this section only if premises were built before 1978:

**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, owners must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Renters must also receive a federally approved pamphlet on lead poisoning prevention.*

**LANDLORD'S DISCLOSURE (Initial where appropriate)**

\_\_\_\_\_ Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the premises. Landlord has no reports or records pertaining to lead-based paint and-or lead-based paint hazards in the premises, or

\_\_\_\_\_ Landlord has knowledge of lead-based paint and/or lead-based paint hazards that are present in the premises and has provided the Resident with all available records and reports pertaining to lead-based paint and/or lead based paint hazards in the premises. The following documents have been provided:



**RESIDENT'S ACKNOWLEDGEMENT**

\_\_\_\_ Resident has received a copy of the pamphlet "Protect Your Family from Lead In Your Home" and copies of documents listed above if any. Resident agrees to promptly notify Landlord of any deteriorated and/or peeling paint.

**REAL ESTATE AGENT'S ACKNOWLEDGEMENT** (initial only if agent involved in rental process)

\_\_\_\_ Real estate agent has informed Landlord of its obligation under 42 U.S.C. 4852d, EPA 40 CFR 745.107, 745.110 AND 745.113 and is aware of his/her responsibility to ensure compliance.

**21. MOLD AND MILDEW STATEMENT-** Mold and Mildew may be injurious to one's health and if moisture is allowed to accumulate in the unit, it can cause mildew and mold to grow. Therefore, Resident acknowledges that: (a) Resident has inspected the premises, and every part thereof, at outset of the tenancy; (b) Resident has found no signs of moisture, mold or mildew therein; (c) Resident shall (i) keep the premises well ventilated, clean and dry any signs of mold or mildew from all surfaces, (ii) promptly notify Landlord of any dampness from leaks, overflows, water intrusion, etc., and (iii) promptly notify Landlord of any malfunction of ventilation, air conditioning, or heating systems. Resident shall be liable for any injuries or damages that may result from any negligent performance of the foregoing duties.

**22. INITIAL** and complete this section only if premises built before 1979.

\_\_\_\_ **ASBESTOS DISCLOSURE-** The California Asbestos Notification Act requires Landlords with 10 or more employees of structures built before 1979 to notify Residents and their employees and contractors of any knowledge they may have regarding any asbestos-containing construction materials ("ACM"). In that regard, note that while Landlord is not specifically aware of any ACM in the premises, it is possible that given the age of the building, AMC may not be present. Accordingly, as a precaution, Resident hereby agrees to not, under any circumstances to disturb or remove acoustic ceilings or flooring material, not to sand, cut or otherwise abrade dry wall material, and not to drill into fire doors or remove door knobs. California Health & Safety Code section 25249.6 requires that notice be provided to persons warning that they may be exposed to chemicals known in the state to cause cancer. Asbestos is one of those chemicals. Assuming Resident's compliance with the precautionary measure described above, however, Landlord has no reason to believe that any person on the premises is exposed to significant risk levels. The notice provided in this paragraph is accordingly provided to Resident merely to comply with the technical notification requirements.

**23. ATTACHMENTS-** By initialing as provided, Resident acknowledges receipt of only those indicated attachments, copy(s) of which is/are attached hereto, and are incorporated herein as though fully set forth at length. Each Resident should initial to the right of the marked attachment.

- |  |  |
|--|--|
| <input type="checkbox"/> House Rules & Regs _____  | <input type="checkbox"/> Pet Addendum _____      |
| <input type="checkbox"/> Criminal Activity _____   | <input type="checkbox"/> Satellite Dish _____    |
| <input type="checkbox"/> Inventory List _____      | <input type="checkbox"/> Pool Rules & Regs _____ |
| <input type="checkbox"/> Bed Bug Addendum _____    | <input type="checkbox"/> Utility Addendum _____  |
| <input type="checkbox"/> Smoke Free Addendum _____ | <input type="checkbox"/> Mold Prevention _____   |
| <input type="checkbox"/> Addendum _____            |  |

**24. AGENT FOR SERVICE OF PROCESS-** For purposes of service of process and receipt of Notices, the Resident

may contact: \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State CA Zip Code \_\_\_\_\_



**25. ADDITIONS-** In addition to all sections above, the following terms are added to this agreement:

Condition of Unit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Move-in Cost: \_\_\_\_\_

**NOTICE:** Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Resident\_\_\_\_\_  
Resident\_\_\_\_\_  
Resident\_\_\_\_\_  
Resident\_\_\_\_\_  
Landlord's Agent/Real Estate Agent Signature\_\_\_\_\_  
Print Name



## POLICIES AGAINST CRIMINAL ACTIVITY

THIS agreement is an Addendum and part of the Rental Agreement dated between Landlord and Resident with reference to the property located at: \_\_\_\_\_.

IN CONSIDERATION of their mutual promises, Landlord and Resident agree as follows:

1. Resident, any member of Resident's household, or any guest or other person under Resident's control, shall not engage in criminal activity, including but not limited to drug-related criminal activity, on or near the said premises. "Drug-related activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.
2. Resident, any member of Resident's household, or any guest or other person under Resident's control, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near said premises.
3. Resident, any member of Resident's household, or any guest or other person under Resident's control, will not permit the dwelling unit to be used for or to facilitate criminal activity, including but not limited to drug related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Resident, any member of Resident's household, or any guest or other person under Resident's control, shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of a controlled substance at any location, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of Resident's household, or any guest or other person under Resident's control, shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating assault, including but not limited to the unlawful discharge of firearms, on or near the dwelling unit premises, or any breach of the Rental Agreement that otherwise jeopardizes the health, safety and/or welfare of the Landlord, his agent, or other Residents, or involving imminent serious property damage.
6. **VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE RENTAL AGREEMENT AND GOOD CAUSE FOR TERMINATION OF TENANCY.** A single violation of any provisions of the Addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the tenancy. Unless otherwise prohibited by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this Addendum and any other provisions of the Rental Agreement, the provisions of the Addendum shall govern.

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

Resident: \_\_\_\_\_

Landlord: \_\_\_\_\_

Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

# INVENTORY CHECK LIST

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

<b>LIVING ROOM</b>	<b>CONDITION</b>	<b>KITCHEN</b>	<b>CONDITION</b>
Floor & Floor Covering		Floor & Floor Covering	
Window Coverings		Window Coverings	
Walls & Ceilings		Cupboards	
Electrical Fixtures		Countertops	
Windows, Screens & Doors		Stove	
Other		Dishwasher	
<b>DINING AREA</b>		Refrigerator	
Floor & Floor Covering		Hood Vent	
Window Coverings		Disposal	
Walls & Ceiling		Sink & Plumbing	
Electrical Fixtures		Electrical Fixtures	
Windows, Screens & Doors		Other	
Other		<b>BEDROOM</b>	Location (                      )
<b>BATHROOM</b>	Location (                      )	Floor & Floor Covering	
Floor & Floor Covering		Window Coverings	
Windows, Screens & Doors		Walls & Ceilings	
Walls & Ceilings		Electrical Fixtures	
Electrical Fixtures		Windows, Screens & Doors	
Countertops & Cabinets		Closets	
Shower/Tub/Fixtures		Other	
Other		<b>BEDROOM</b>	Location (                      )
<b>BATHROOM</b>	Location (                      )	Floor & Floor Covering	
Floor & Floor Covering		Window Coverings	
Windows, Screens & Doors		Walls & Ceiling	
Walls & Ceilings		Electrical Fixtures	
Electrical Fixtures		Windows, Screens & Doors	
Countertops & Cabinets		Closet	
Shower/Tub/Fixtures		Others	
Other		<b>OTHER AREAS</b>	
<b>OTHER EQUIPMENT</b>		Lawn/Ground Covering	
Furnace/Heater		Patio, Terrace, Deck, etc	
Air Conditioner		Garage, Carport, Storage	
Other		Other	



# BEDBUG ADDENDUM

Page \_\_\_\_\_  
of Agreement

This document is an Addendum and is part of the Rental/Lease Agreement, dated \_\_\_\_\_ between \_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Name of Owner/Agent) "Owner/Agent" and  
\_\_\_\_\_  
"Resident" for the  
premises located at \_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

It is our goal to maintain the highest quality living environment for our Residents. The Owner/Agent has inspected the unit prior to lease and knows of no bedbug infestation. Residents have an important role in preventing and controlling bed bugs. While the presence of bed bugs is not always related to personal cleanliness or housekeeping, good housekeeping will help control the problem by identifying bed bugs, minimizing an infestation, and limiting its spread.

Resident(s) represent(s) that all furnishings and other personal property that will be moved into the unit are free of bedbugs.

\_\_\_\_\_ (Resident initials)

\_\_\_\_\_ (Resident initials)

\_\_\_\_\_ (Resident initials)

\_\_\_\_\_ (Resident initials)

Resident agrees to maintain the premises in a manner that prevents the occurrence of a bedbug infestation in the premises. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:

1. Resident shall practice good housekeeping, including the following:

- Resident shall **remove clutter**. Bed bugs like dark, concealed places, such as in and around piles of clothing, shoes, stuffed animals, laundry, especially under the bed and in closets. Reducing clutter also makes it easier to carry out housekeeping.
- Resident shall **keep the unit clean**. Vacuum and dust regularly, particularly in the bedroom, being especially thorough around and under the bed, drapes, and furniture. Use a brush attachment to vacuum furniture legs, headboard, and in and around the nightstand. While cleaning, look for signs of bed bugs, and report these immediately.
- Resident shall **avoid using secondhand or rental furnishings**, especially beds and mattresses. Used items are often infested with bed bugs. If you must use rented or secondhand items, inspect them carefully, and never accept any item that shows signs of bed bugs. Resident shall not bring discarded items from the curbside into the unit.
- Resident shall **cover mattresses and box springs with zippered, vinyl coverings**. These are relatively inexpensive, and can prevent bed bugs from getting inside the mattress, their favorite nesting spot. The covers will also prevent any bugs inside from getting out; they will eventually die inside the sealed cover (though this may take many months). Thicker covers will last longer.
- Resident shall **arrange furniture to minimize bed bug hiding places**. If possible, keep beds and upholstered furniture several inches away from the walls. Bed bugs can jump as far as three inches.
- Resident shall **check for hitch-hiking bedbugs**. If you stay in a hotel or another home, inspect your clothing, luggage, shoes, and belongings for signs of bed bugs *before* you enter your apartment. Check backpacks, shoes, and clothing after visits to friends or family, theaters, or after using public transportation. After guests visit, inspect beds, bedding, and upholstered furniture.

2. Resident shall report any problems immediately. Specifically, Resident shall:

- **Report any signs of bed bugs immediately**. Do not wait. Even a few bugs can rapidly multiply to create a major infestation that can spread from unit to unit.
- **Report any maintenance needs immediately**. Bed bugs like cracks, crevices, holes, and other openings. Request that all openings be sealed to prevent the movement of bed bugs from room to room.



California Apartment Association Approved Form  
www.caanet.org  
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3. Resident shall cooperate with pest control efforts.

If your unit (or a neighbor's unit) is infested with bed bugs, a pest management professional may be called in to apply pesticides. The treatment is more likely to be effective if your unit is properly prepared. Resident complies with the recommendations from the pest management professional, including:

- **Removing all bedding** (bed skirts too), drapes, curtains, and small rugs; bag these for transport to the laundry or dry cleaner.
- **Checking mattresses carefully**; those with minimal infestation may be cleaned, encased in vinyl covers, and returned to service. Heavily infested mattresses are not salvageable; seal these in plastic and dispose of them properly.
- **Emptying dressers, nightstands, and closets.** Remove all items from floors and surfaces. Inspect every item for signs of bed bugs. Using sturdy plastic bags, bag all clothing, shoes, boxes, toys, stored goods, etc. Bag washable and non-washable items separately. Take care not to tear the bags, and seal them well. Used bags must be discarded properly.
- **Vacuuming floors**, including inside closets. Pay special attention to corners, cracks, and dark places.
- **Vacuuming all furniture**, including inside drawers and nightstands. Vacuum mattresses, box springs, and upholstered furniture, being sure to remove and vacuum all sides of loose cushions, as well as the undersides of furniture.
- **Carefully removing vacuum bags**, sealing bags in plastic, and discarding.
- **Cleaning all machine-washable bedding drapes, clothing, etc.** Use the hottest water the machine provides, and dry at highest heat setting. Take other items to a dry cleaner, but be sure to advise the dry cleaner that the items are infested. Discard any items that cannot be decontaminated.
- **Moving furniture toward the center of the room**, so that technicians can easily treat carpet edges where bed bugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.

4. Resident agrees to indemnify and hold harmless the Owner/Agent from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys' fees that the Owner/Agent may sustain or incur as a result of the negligence of the Resident or any guest or other person living in, occupying, or using the premises.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident*



## ADDENDUM FOR SMOKE-FREE AREAS

This document is an Addendum and is part of the Rental/Lease Agreement dated \_\_\_\_\_ between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Resident).

1. **Purpose:** The parties desire to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the high costs of fire insurance for properties where smoking is permitted.

2. **Smoke Free Areas:** Resident agrees and acknowledges that each of the following areas of the property has been designated as a smoke-free living environment and Resident and members of Resident's household shall not smoke in these areas, nor shall Resident permit any guest or visitor under the control of Resident to do so. The term "smoking" means inhaling, exhaling, burning or carrying any lighted smoke producing product in any manner or in any form.

### CHECK ONE:

☐ Smoking is prohibited on the entire property, including individual units, common areas, every building and adjoining grounds.

☐ Smoking is prohibited on the entire property except in the following areas:

3. **Promotion of No-Smoking Policy:** Resident shall inform his or her guest of the Smoke-Free Areas. Resident shall promptly notify Owner/Agent in writing of any incident where smoke is migrating into Resident's unit from sources outside of Resident's Unit.

4. **Owner Not Guarantor of Smoke-Free Environment:** Resident acknowledges that Owner's adoption of Smoke-Free Areas, does not make the Owner the guarantor of the Resident's health or of the smoke-free condition of the areas listed above. However,

5. **Effect of Breach:** A breach of this Addendum by the Resident shall be deemed a material breach of the Lease/Rental Agreement and grounds for immediate termination (including eviction from the property) of the Lease/Rental Agreement by the Owner.

6. **Disclaimer:** Resident acknowledges that this Addendum and Owner's efforts to designate Smoke-Free Areas do not in any way change the standard of care that the Owner would have to any Resident household to render buildings and premises designated as smoke free any safer, more habitable, or improved in terms of air quality than any other rental premises. Owner specifically disclaims any implied or express warranties that the building common areas or Resident's premises will have any higher or improved air quality standards than any other rental property. Owner cannot and does not warrant or promise that the Rental Premises or any other portion of the property including common areas will be free from secondhand smoke. Resident acknowledges that Owner's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests.

7. **Effect on Current Tenants:** Resident acknowledges that current Residents of the rental community under a prior Lease/Rental Agreement will not be immediately subject to the terms of this Addendum. As Residents move out, or enter into new Lease/Rental Agreements, this Addendum will become effective for their unit or new agreement.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing, and receipt of a copy.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Date

UNAUTHORIZED USE PROHIBITED

For Members Only  
Apartment Association,  
California Southern Cities  
Approved Form #F38 – 10/13



## **ADDENDUM TO RENTAL AGREEMENT**

**THIS PROPERTY IS SUBJECT TO STATEWIDE RENT CONTROL – AB 1482**

THIS agreement is an Addendum and part of the Rental Agreement dated between Landlord and Resident with reference to the property located at:

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California law limits the amount your rent can be increased. See Section 1947.12 of the Civil Code for more information. California law also provides that after all of the tenants have continuously and lawfully occupied the property for 12 months or more or at lease one of the tenants has continuously and lawfully occupied the property for 24 months or more, a landlord must provide a statement of cause in any notice to terminate a tenancy. See Section 1946.2 of the Civil Code for more information.

Date: \_\_\_\_\_ Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

# MOLD PREVENTION & HOUSEKEEPING INFORMATION

TO:	

Dear Resident:

This apartment community maybe located in an area where the climate and other environmental and hygienic conditions can lead to the excessive growth of naturally occurring mold, mildew and other microorganisms. If not addressed, excessive growth of mold and mildew can lead to problems with indoor air quality, can cause damage to your apartment and your personal property, and some people may experience allergy-type symptoms or an increase of existing allergy or respiratory conditions.

Mold and mildew are found virtually everywhere in our environment---both indoors and outdoors. These microorganisms may begin to proliferate inside any home for a number of reasons, the most common is excess moisture.

## TIPS TO PREVENT MOLD AND MILDEW IN YOUR HOME

The following simple steps will dramatically reduce the likelihood of mold and mildew problems in your home and will allow us to respond promptly should a problem develop. To avoid potential problems from the excessive growth of mold, mildew and other microorganisms, residents should prevent moisture build-up in the apartment. This can be most accomplished by following these guidelines.

1. Open windows and window coverings frequently to allow proper air ventilation and permit the introduction of sunlight in your apartment.
2. Move furniture and drapes from blocking air circulation.
3. Maintain a moderate temperature within your apartment. Avoid extreme differences between indoor and outdoor air temperature that would cause windows and walls to show wetness on the inside surfaces.
4. Wipe down and dry areas that accumulate moisture, like countertops, windows and window sills.
5. Use the pre-installed bathroom fan or open the bathroom window when bathing (allow the fan to run until all excess moisture has vented from the bathroom).
6. Run the exhaust fans in your kitchen when cooking or while the dishwasher is on it "dry" cycle (allow the fan to run until all excess moisture has vented from the kitchen).
7. Limit house plants to a reasonable number. Water can generate large amounts of moisture.
8. When washing clothes in warm or hot water, watch to make sure condensation does not build up within the washer and dryer closet; dry any condensation with a fan or towel.
9. Ensure that your clothes-dryer vent is properly connected, clear of any obstructions and that the lint screen is kept clean.
10. Dry excess moisture that has gathered on bathroom fixtures, walls and other surfaces. Hang wet towels, shower mats and rugs so they can air out and dry.
11. Take up rubber shower and tub mats and wash under-side regularly.
12. Do not overfill closets or storage areas (like under bathroom and kitchen sinks).

13. Allow closets to ventilate with fresh air. Hang clothes loosely so that air can circulate around them.
14. Do not allow damp or moist stacks of clothes or other damp materials to lay in piles for an extended period of time.
15. Dry out mops, rags, sponges, etc. thoroughly before storing inside your apartment.
16. Dry all wet clothing (including clothes wet from rain or perspiration) before putting in the closet or clothes hamper.
17. **CLEANING MOLD FROM SMALL AREAS** – Let the surface dry within 24 hours apply a spray-on household biocide, such as Lysol Disinfectant, Tilex Mildew Remover, or Clorox Cleaner. Make sure you follow the instructions on the label.
18. **IMMEDIATELY REPORT** to the (manager, management co., owner) any:
  - Evidence of mold or mildew that cannot be removed by simply cleaning as described in #17 above.
  - Evidence of water leak or excessive moisture in your apartment, storage room, garage, or any common area.
  - Failure or malfunction of your heating, ventilation, or air-conditioning system
  - Windows that do not open or close properly
  - Any water accumulation, leaks, or overflows from showers, tubs, toilets, sinks, dehumidifiers, refrigerator drip pans, unit air-conditioners; or sweating windows, pipes, toilet tanks.

**Regular cleaning and dusting of your apartment, combined with proper air ventilation, will inhibit the excessive growth of mold, mildew and other microorganisms resulting in a healthy environment.**

**FOR EXISTING TENANT:** By signing below you acknowledge that you have read and understand this information.

**FOR NEW TENANT:** The Owner/Agent has inspected the unit prior to lease and knows of no damp or wet building materials and knows of no mold or mildew contamination.

Tenant agrees to maintain the premises in a manner that prevents the occurrence of an infestation of mold or mildew in the premises. Tenant agrees to uphold this responsibility in part by complying with the list of responsibilities presented above.

Tenant agrees to indemnify and hold harmless the Owner/Agent from any actions, claims, losses, damages, and expenses, including but not limited to, attorney's fees, that the Owner/Agent may sustain or incur as a result of the negligence of the Tenant or any guest of the tenant using the premises.

Date:		Resident Signature:	
Date:		Resident Signature:	
Date:		Resident Signature:	





# Simple Steps To Protect Your Family From Lead Hazards

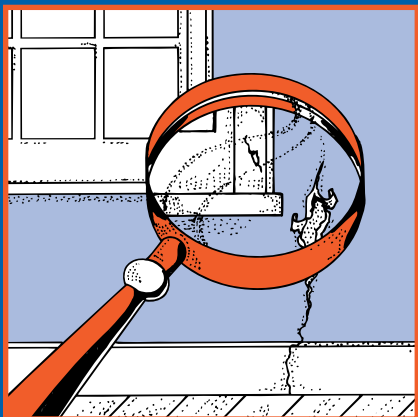
## If you think your home has high levels of lead:

- ◆ 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**

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# 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?

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**M**any 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.

**F**ederal 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

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

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

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**People can get lead in their body if they:**

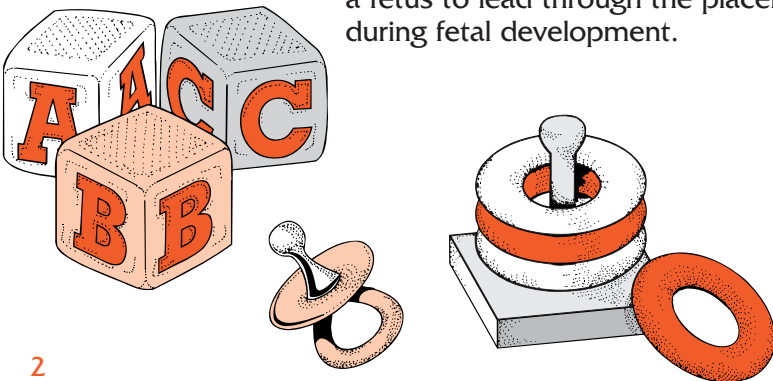
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

**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:

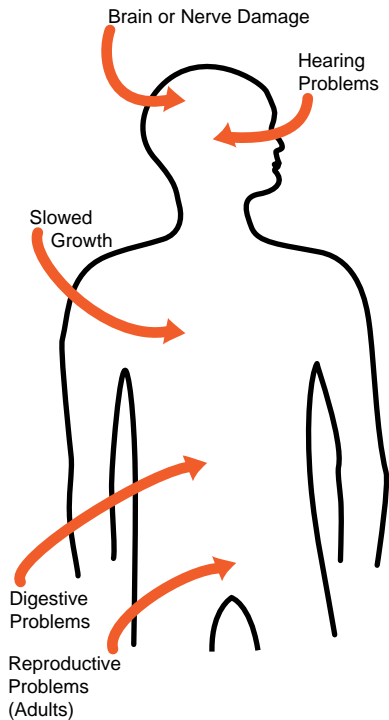
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

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.



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

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## Where Lead-Based Paint Is Found

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

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**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

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

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**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

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**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.

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

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# Checking Your Home for Lead

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

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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.

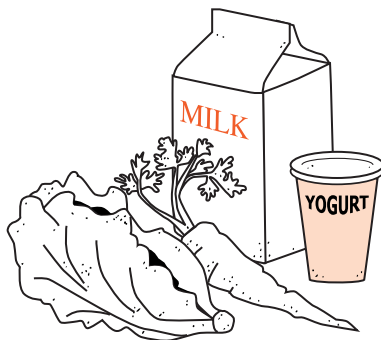
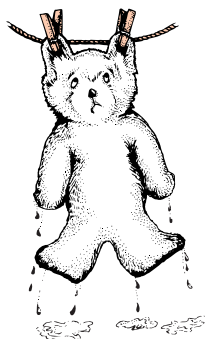
**Home test kits for lead are available, but may not always be accurate.** Consumers should not rely on these kits before doing renovations or to assure safety.

# What You Can Do Now To Protect Your Family

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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

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

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

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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

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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.

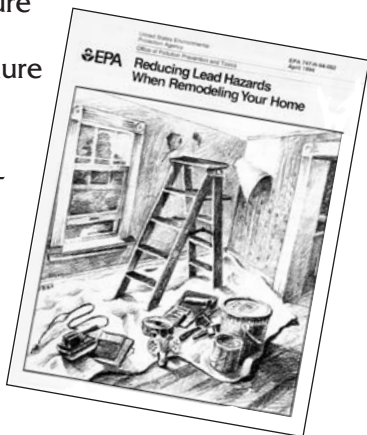
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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

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## Other Sources of Lead

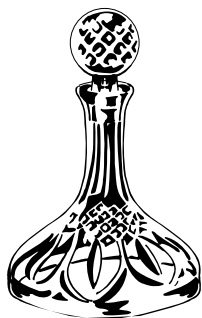
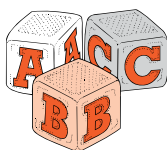
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**While paint, dust, and soil are the most common sources of lead, other lead sources also exist.**

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◆ **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.

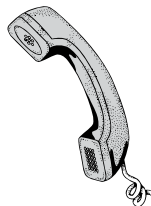
◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

## For More Information

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### 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](http://www.epa.gov/lead)** and **[www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)**.



### EPA's Safe Drinking Water Hotline

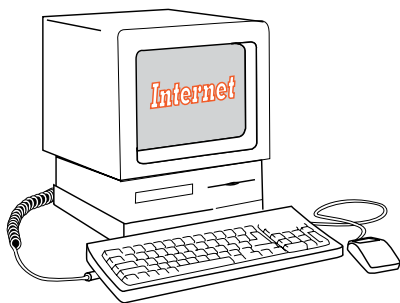
Call **1-800-426-4791** for information about lead in drinking water.

### 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](http://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](http://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

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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  
(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

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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

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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

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