

Onyx Management Group, Inc

Residential Lease Package

Office Bundle for Prospective Tenants

Onyx Management Group

Table of Contents

Residential Lease.....	3
Appliance Use and Care	16
Consumer Notice	21
W-9 Form	24
Services Pricing List	25
Lead Paint Hazard Brochure	26

Onyx Management Group



Residential Lease

Plain Language Lease (version 5-14-2010)

THIS IS A RESIDENTIAL LEASE, WRITTEN IN PLAIN LANGUAGE. THIS IS A LEGAL AGREEMENT BETWEEN THE TENANT AND THE LANDLORD. READ THIS LEASE CAREFULLY BECAUSE TENANT GIVES UP CONSUMER RIGHTS. IF TENANT DOES NOT UNDERSTAND ANY PARTS OF THIS AGREEMENT, SEEK THE HELP OF AN ATTORNEY BEFORE SIGNING.

1. NAMES OF LANDLORD AND TENANT(S)

- a) Name of Owner _____
- b) Name of Landlord/Rental Agent ONYX MANAGEMENT GROUP
- c) Address to send rent payments 940 PENNSYLVANIA BLVD SUITE A, FEASTERVILLE PA 19053
- d) Name of Tenant(s) _____

LEASED PROPERTY The leased property is the location Landlord agrees to rent to Tenant. It is a:

- Single Home Townhouse Condominium Apartment
- Other Duplex

The words "leased property" refer to the type of residence above.

The exact address is _____

The following items are part of the leased property: Stove,

2. STARTING / ENDING DATES OF LEASE

- a) This lease begins on _____ this lease ends on _____
- b) To end this lease Landlord or Tenant must give 60 days notice before the ending date or any renewal period.

	PAID	DUE
Total Rent Due For Entire Length Of Lease		
Security Deposit		
Regular Rent		
Application Fee		
Last Month's Rent		
Amount Due Before Possession		

5. RENT

- a) The rental amount each month is \$_____ and is due by the (_____) day of each month.
- b) Landlord will send a Notice to Pay Rent or Move if Landlord does not receive rent by the 5th day of the month.
- c) A court action to remove tenant begins on the 10th day. All court costs are paid by Tenant.
- d) If Tenant mails rent to Landlord, the date of receipt of the rent by Landlord is the date of payment.

6. ADDITIONAL RENT CHARGES

- a) Rent is considered late if received by Landlord after the 5th day of each month.
- b) Rent is \$50 more if not paid by the due date.
- c) Rent is an additional \$75 if not paid by the 10th day.
- d) Charges not paid when due become additional rent for the next month's rent.

Initials: Tenant Tenant Tenant Landlord Landlord

7. ORDER IN WHICH RENT PAYMENT IS APPLIED

Landlord applies rent received to money due from the past in the following order:

- 1. Additional Rent Charges 4. Other Fees Not Paid 7. Damages to Leased Property
- 2. Tenant Owed Utility Bills 5. Past Rent
- 3. Legal and Court Costs 6. Current Rent

8. NUMBER OF OCCUPANTS

a) The most people allowed to live in the leased property are ____ Adult(s) and ____ Children

Names of all occupants: _____

b) If any unauthorized occupant(s) is living in the leased property, landlord can:

- 1) End this lease with fifteen days written notice.
 - 2) Require Tenant to pay \$100 per month for each unauthorized occupant(s).
 - 3) Require Tenant to pay for all damages caused by unauthorized occupant(s).
- c) Unauthorized occupant(s) is anyone not listed on the lease that has lived in the leased property for more than 30 days in a row.

9. UTILITY SERVICES

Landlord and tenant agree to pay for the utilities and services listed below:

	LANDLORD PAYS	TENANT PAYS
Cable TV		
Lawn and Shrubbery Care		
Electricity		
Gas		
Heat		
Heater Maintenance Contract		
Homeowners Assoc. Fee		
Hot Water		
Oil		
Parking		
Sewer Fee		
Snow Removal		
Trash Collection		
Cold Water		

Tenant is responsible for all services not provided by Landlord above, such as snow removal, trash removal, and lawn and shrubbery care.

10. INSPECTION

a) Tenant agrees to give Landlord a signed inspection sheet when signing this lease. When this lease ends, Tenant is responsible for all items needing repair not listed on the inspection sheet, OR

Initials: Tenant Tenant Tenant Landlord Landlord

- b) Tenant may decide to keep the inspection sheet beyond the date of lease signing for further inspection. It is Tenant's responsibility to return a signed copy by certified mail within five (5) days to the Landlord.
- c) If the inspection sheet is not returned within the five (5) days, Tenant agrees the leased property is in satisfactory condition, and no repairs are required or necessary.

11. CHANGES TO THE LEASED PROPERTY

a) Tenant agrees not to change or redecorate the leased property without Landlord's written permission. The following are not permitted:

- 1) Painting of walls a color other than the existing wall color when this lease is signed;
- 2) Installing any wall covering material;
- 3) Installation of ceiling tiles, or any other object which requires the drilling of holes in the floors, doors, or ceilings.

b) Landlord-approved changes that the Tenant made to the leased property belong to the Landlord, unless Landlord and Tenant agreed otherwise in writing.

12. INSURANCE

a) Landlord agrees to carry fire and liability insurance on the building. Landlord does not insure Tenant's personal property under his insurance policy.

b) Landlord strongly recommends that Tenant carry fire and liability insurance to protect Tenant, Tenant's personal property, and his guests. Tenant agrees to list Landlord as additional insured on any policy Tenant purchases.

c) If any person, tenant or otherwise, sustains any injury on the leased premises, or if there is any loss of property by fire, theft, burglary or any other means, Tenant hereby RELEASES AND RELIEVES LANDLORD AND LANDLORD'S AGENT from any and all responsibility and liability for such injuries and damages. Tenant further agrees to pay for any loss or claim filed and to HOLD LANDLORD AND LANDLORD'S AGENT HARMLESS from any liability or expense for any such injuries or damages.

13. LANDLORD NOT RESPONSIBLE FOR TENANT'S PROPERTY AND TENANT'S GUESTS' INJURY

a) Landlord is not responsible for loss, theft, or damage to property of Tenant or Tenant's guests.

b) Landlord is not responsible for any liability or injury to any person while on the leased property.

c) All belongings left by Tenant become Landlord's property to remove or keep as abandoned property. The cost of disposal is charged to Tenant.

14. BAD CHECKS

Tenant agrees to pay a fee of **\$45.00** for any check that is not honored by the bank. Landlord reserves the right to require future rent payments in the form of cash, money order, or certified check.

15. REPORTING OF PAST RENT OWED

Tenant is aware that Landlord may report any past rent, damages, utilities, or other costs owed by Tenant to a credit reporting agency. Tenant understands this reporting could affect Tenant's ability to obtain credit or credit for future housing.

16. ADDITIONAL SIGNERS TO THE LEASE

a) All signers of this lease are responsible for all financial obligations. This includes but is not limited to: rent, late fees, damages, and other costs over the security deposit.

b) The approved signers not living in the leased property give Landlord permission to place a money claim or lien on real estate located at _____

The additional signers' phone number(s) are _____

The additional signers' Social Security number(s) are _____

c) Landlord will place a money claim or lien on the personal or real property of tenant after receiving a court judgment showing the amount of money Tenant owes.

17. CARE AND USE OF THE LEASED PROPERTY

- a) Primary Residence: Tenant agrees to use the leased property as a private residence only for tenant and authorized occupants only.
- b) Use of Leased Property Tenant agrees not to use the leased property for any unlawful or hazardous purposes. Tenant needs written permission from Landlord before using the leased property for any business or profession.
- c) Obey all laws: Tenant agrees to obey government housing regulations, local and state laws, and condominium and home owner association rules as they apply to Tenants.
- d) Keep safe and clean: Tenant agrees to keep the leased property safe against fire and water damage. Tenant agrees to remove trash, garbage, and other waste in a safe manner.
- e) Heating sources: Tenant agrees not to use any other heating source than the one provided in the leased property. Tenant will keep temperature at 60 degrees or above at all times.

18. TENANT’S RESPONSIBILITIES

- a) No Noise: Tenant is responsible for the behavior and conduct of all people, either living with or visiting the Tenant. It is Tenant’s responsibility to make sure these individuals behave in a manner that will not disturb neighbors.
- b) Payment of Utilities: Tenant agrees to pay on time all utility bills for which Tenant is responsible. Section 9 lists Utility Services.
- c) Pests: Landlord is giving the leased property free of insects, rodents, and pests at move-in. Tenant agrees to pay for a pest control service if needed after the tenth (10th) day of move-in.
- d) Locks: Tenant agrees not to change locks or put additional locks on doors without Landlord’s written permission. Landlord may remove any locks put on by Tenant. Tenant will pay the cost of the new locks.
- e) Phone Numbers: Tenant agrees to provide Landlord with current home and work phone numbers and will tell Landlord of any change in these numbers.

19. LANDLORD’S RESPONSIBILITIES

- a) Government Regulations: Landlord agrees to keep the leased property and common areas as required by law or government regulation.
- b) Good Repair: Landlord agrees to keep in good repair and working order the electrical, plumbing, sanitary, heating, air conditioning, and all other services. Tenant will advise Landlord in writing of any of these items not in good repair or working order. Landlord is not responsible for damage caused by Tenant negligence or intentional acts and Tenant shall promptly pay landlord the cost of repairing all such damage.

20. LANDLORD’S RIGHT TO ENTER LEASED PROPERTY

- a) Tenant agrees to permit Landlord to place a for sale, rent, or informational sign on or near the Property.
- b) Landlord agrees to give Tenant reasonable notice before entering the leased property. Landlord, or person chosen by Landlord, has the right to inspect, show, make repairs, and do maintenance even if the Tenant is not home.
- c) Landlord, or a person chosen by the Landlord, has the right to enter the leased property without notice for an emergency. If Tenant is not present, Landlord agrees to tell Tenant promptly to explain the visit.

21. DAMAGE TO LEASED PROPERTY

- a) If a fire or other mishap damages the leased property, Tenant may continue to occupy the livable part if local codes and laws grant permission. If Tenant decides to stay, Tenant will pay rent according to the percentage of the amount of area that is livable until Landlord repairs the damage.
- b) If Tenant decides not to stay or occupancy is not permitted, this lease will end immediately. Landlord will collect money due by Tenant, and then return security deposit plus rent paid in advance for the period after the fire or mishap. Once the lease has ended, Landlord is not responsible for finding replacement housing for Tenant.
- c) Tenant agrees to allow Landlord or Landlord’s representative to enter the leased property whenever necessary to repair damage caused by fire or other mishap.

- d) Any fire or other mishap caused by Tenant or Tenant's guests is Tenant's full responsibility. This includes the payment of rent and all other terms and conditions of this lease and the cost of repair of any and all damages caused by such fire or other mishap.
- e) Tenant is responsible for damage caused by windows being left open. Any windows or screens broken or doors damaged by anyone are Tenant's responsibility.
- f) Tenant agrees not to hold Landlord responsible for damage to Tenant's property or injuries to Tenant caused by water, snow, or ice that comes on the property or leased premises.

22. LOST KEYS

- a) If Tenant contacts Landlord to unlock a door between 9 AM and 5 PM Monday through Friday, the cost is **\$85**. If Tenant contacts Landlord during any other hours, the cost is **\$125**.
- b) If Tenant decides to use a locksmith, Tenant must pay locksmith and provide Landlord with a new key immediately.
- c) If Tenant contacts Landlord to replace a lost key, the cost is **\$15** per key.

23. INSURANCE

- a) Landlord agrees to carry fire and liability insurance on building. Tenant's personal property is not insured under Landlord's insurance policy.
- b) Tenant will carry fire and liability insurance to protect Tenant, Tenant's personal property, and his guests. Tenant agrees to list Landlord as additional insured on any policy Tenant purchases.
- c) If there is any loss of property by fire, theft, burglary, or any other means, Tenant agrees to relieve Landlord from all responsibility. Tenant agrees to pay for any loss or claims filed.

24. REPAIRS

- a) Tenant agrees to immediately tell Landlord in writing of any dangerous or defective conditions on the Property or in the leased property. If Tenant fails to do so, Tenant is responsible for all injury or mishap caused by the dangerous or defective conditions and for any and all damages to leased property or appliance therein, except for such damages caused by normal wear and tear.
- b) Tenant agrees to pay the total cost of any repair that is above normal wear and tear and is caused by Tenant or Tenant's guest(s). Tenant agrees to correct and pay for these damages. If Tenant does not complete repairs within a reasonable time, Landlord will pay to have the repair completed. This cost is considered additional rent and is due with the following month's rent payment.
- c) Tenant agrees to pay to open all clogged drains, toilets, sinks, and traps caused by Tenant's actions.
- d) Landlord is not responsible for any inconvenience or loss that needed repairs might cause.
- e) If this lease is for a single family home, townhouse, or condominium, Tenant agrees to buy and change filters on the furnace every six (6) months. If damage is caused because the filters were not changed, Tenant agrees to pay for all expenses to repair furnace, including the service call charge.

25. LEAD BASED PAINT NOTICE

- a) The Federal Environmental Protection Agency requires all Landlords who wish to rent property built before 1978 to give Tenant a Lead Based Paint Pamphlet. This Pamphlet explains that young children and pregnant women who are exposed to lead hazards may experience serious health problems. It also explains the physical and mental damage to young children exposed to lead paint and/or lead hazards.
- b) Landlord is required to tell Tenant if the property contains or does not contain any lead-based paint. If Landlord does not know if lead-based paint is present, Tenant may hire a certified lead paint inspector, at Tenant's expense, to inspect the property. Tenant will supply Landlord before inspection the name of the inspection company.
- c) The lead-based paint inspection must happen within five days of moving in and the written results returned within ten days. Tenant gives permission to have the inspection results given to Landlord in writing.
- d) Tenant has two choices if lead-based paint or lead hazards are present:
 - 1) Tenant may end lease by notifying Landlord in writing within two days of receiving the inspection results. Tenant agrees to move out of the leased property within 90 days of the starting date of lease.

2) Tenant may continue the lease and agrees not to hold Landlord responsible for any future health problems due to lead-based paint or lead hazards.

e) Tenant acknowledges receiving this Lead Based Paint Pamphlet before signing this lease.

TENANT'S INITIALS

26. WATERBEDS

a) Waterbeds are not allowed unless Landlord agrees in writing.

b) If allowed, Tenant must sign a Waterbed Agreement and show proof of an insurance policy naming Landlord as an additional insured or beneficiary.

27. SMOKE DETECTORS

a) Landlord has supplied smoke detector(s) in the leased property. Tenant is responsible for smoke detector operation and agrees to replace batteries "as needed".

b) Tenant agrees to tell Landlord immediately if any smoke detector(s) fails to work for any reason other than the battery.

c) Tenant agrees not to disconnect a smoke detector or allow anyone else to disconnect it. Tenant is responsible for any injuries, damages, or loss suffered because of someone disconnecting a smoke detector for any reason.

28. VEHICLES

a) Tenant agrees to park cars, trucks, or motorcycles in the parking area. Tenant agrees to have current registration, license plates, and inspection stickers on all vehicles. Tenant will receive a written notice from Landlord for any vehicles not meeting these requirements. If Tenant does not comply with these requirements within five (5) days, Tenant agrees to pay towing and other expenses to remove the vehicle(s).

b) Tenant agrees not to park or store a motor home, camper, trailer, boat, boat trailer, or other recreational vehicle without the written permission of Landlord.

c) Repainting, repairing, or servicing of any vehicle is not permitted anywhere on the property.

29. PETS NOT ALLOWED

a) Tenant agrees not to have any pets or animals on the leased property without the written permission of Landlord. If Landlord discovers Tenant has an animal on the leased property, without Landlord's permission, Landlord can:

1) End the lease by giving thirty days notice to leave; or

2) Start a new lease with increases to the security deposit and rent beginning immediately; or

3) Remove any animal found on the leased property that is not approved by Landlord to an animal shelter or other such location at Tenant's expense;

b) Tenant agrees to pay Landlord for damages that the animal caused.

30. TOGETHER AND INDIVIDUAL LIABILITY

If more than one Tenant signs this lease, each is responsible individually or together for making full rent payments. This means that if one Tenant moves out, Landlord can make both Tenants and just one Tenant, responsible to pay the full rent. It also means that Landlord can sue any one Tenant or all Tenants for breaking the lease for making full rental payment, and for paying for repairs of any and all damages to or on the property.

31. TENANT MAY NOT TRANSFER OR SUBLEASE

A sublease is a separate lease between Tenant and another person who agrees to lease all or part of the leased property. Tenant agrees not to transfer, sublease, or allow anyone else to occupy the leased property without Landlord's written permission. Any new Tenant must first meet Landlord approval before being accepted as a new Tenant.

32. TAKING BY THE GOVERNMENT

The government has the right to take private land for public use. If the government takes all or part of the Property, this lease ends. Both Landlord and Tenant agree to end lease as of the date of the transfer.

Initials: Tenant Tenant Tenant Landlord Landlord

33. NO JURY TRIAL

Landlord and Tenant agree to give up their right to a trial by jury. This is for any civil action or any other action brought by either Landlord or Tenant against the other.

34. LANDLORD’S RIGHT TO MORTGAGE THE PROPERTY

If Landlord has a mortgage on the property, the mortgage company rights are stronger than the tenant’s rights against the Landlord. If Landlord fails to make monthly mortgage payments, the mortgage company has the right to sell the property. This may end Tenant’s lease or require Tenant to make payments to the mortgage holder and not the Landlord.

35. SALE OF PROPERTY

- a) If Landlord sells the Property, Landlord will transfer all security deposits and any interest due to the new Landlord. Landlord agrees to notify Tenant about the sale and to provide the name, address, and phone number of the new Landlord and where rent is to be paid.
- b) The new Landlord is responsible to Tenant for the return of the security deposit and any interest due after the sale of the property.
- c) Tenant understands that Landlord will not have any more responsibilities in this lease after the property is sold to the new owner.

36. TRUTHFUL APPLICATION

If Landlord learns that Tenant is not truthful on the rental application, Landlord may end this lease immediately.

37. LAWN CARE AND SNOW REMOVAL

- a) Tenant is responsible for lawn maintenance and snow removal.

Lawn maintenance means:

- 1) Cutting of grass
- 2) Trimming of bushes and hedges
- 3) Weeding of flower beds.

Snow removal means:

- 1) Shoveling snow from steps, sidewalks and sidewalks
- 2) Removal and salting of ice and snow.

- b) If Tenant does not maintain these two areas in a satisfactory condition, Landlord will complete the work. This expense becomes additional rent to Tenant.

38. ILLEGAL ACTIVITY

This lease automatically ends if anyone finds Tenant or Tenant’s guests storing, using, selling, manufacturing, or distributing illegal drugs. This also applies to any other illegal activity under State and Federal law.

39. NOTICES

- a) Landlord agrees to send all notices to Tenant in writing by regular mail or certified mail, or to deliver in person. If Tenant is not home, Landlord or Landlord’s representative will place the notice on the leased property in an easy to see location.
- b) Tenant agrees to send all notices to Landlord in writing by certified mail, return receipt requested. This is the only form of notice permitted in a court hearing as evidence of notice given.
- c) This lease automatically ends and terminates if Tenant or any of Tenant's guests stores, uses, sells, manufactures or distributes illegal drugs on the leased premises or common area, or is in an inedited condition anywhere in a common area. This section also applies to any illegal activity under state, municipal, or federal law.

40. DEATH DURING LEASE

- a) If Tenant dies during the term of this lease and is a single person Tenant:
 - 1) Tenant’s heirs or the executor of the estate have the right to end this lease two (2) months after the death of the Tenant.
 - 2) The leased property must be free of all furniture, cleaned and ready for move-in by a new Tenant before written notice of cancellation is given.
- b) Security Deposit is returned when:

- 1) Rent and other charges remaining due are paid in full;
 - 2) All furniture and personal belongings are removed and leased property is clean;
 - 3) A replacement Tenant is found who will take occupancy at the end of the two months.
 - 4) All damage, except for normal wear and tear must be repaired and leased property and appliances returned to landlord in the same condition as such were in at the start of this lease.
- c) If lease is signed by more than one person, the surviving Tenant(s) who signed the lease are responsible to complete the lease and the estate of the deceased tenant shall be jointly liable with the surviving tenant for two months rent for repairs of all damages to the leased premises and appliances.

41. LANDLORD DOES NOT GIVE UP RIGHTS

If Landlord fails to enforce any clauses in this lease, Landlord may enforce these clauses at a later time without penalty.

42. SURVIVAL

If the courts find any clauses against the law, all other clauses that are legal are not affected.

43. CHANGING TERMS AND CONDITIONS OF LEASE

- a) Landlord must give Tenant at least **60 days** notice before the lease ends if any terms and conditions are changed. Tenant has **5 days** from the date of receiving the notice to decide to accept or not accept the changes.
- b) If Tenant does not give the required notice within the **10 day** period, the lease renews under the new terms and conditions given by the Landlord.

44. RENEWING LEASE

- a) This lease automatically renews on a month-to-month basis if not ended or changed by either party with a rent increase of N/A percent.
- b) Landlord and Tenant must give each other at least sixty (60) days notice before the end of the lease if either one does not want the lease to automatically renew.

45. NOTICE TO END LEASE

- a) Tenant or Landlord may only end lease at the end of the lease term. Tenant and Landlord agree to give the other **60 days** written notice before the lease ending date.
- b) If Tenant is on a month-to-month lease, Tenant or Landlord must give each other sixty (60) days written notice.
- c) If Tenant or Landlord notifies the other after the first of the month, notice does not take effect until the first day of the next month.

46. NOTICE TO LEAVE THE LEASED PROPERTY (NOTICE TO QUIT)

If Tenant breaks this lease, Tenant agrees to give up his right of a "Notice to Quit." This means Tenant allows Landlord to go to court without giving the required notice. Tenant has the right to challenge the Landlord's charges in court.

47. TENANT BREAKS LEASE

- a) Tenant loses the protection provided in this lease if:
 1. Tenant does not pay rent or other charges due;
 2. Tenant empties or abandons the leased property before the end of the lease without written notice to the Landlord;
 3. Tenant does not follow all the terms and conditions of this lease;
 4. Tenant does not leave at the end of the lease period. Tenant will pay Landlord a fee of **\$100** per day if Tenant does not leave the leased property at the end of the lease.
 5. Tenant or Tenant's guests damage the leased property or common area and do not promptly pay for repair of such damage.
- b) If Tenant breaks this lease in any way, the security deposit is not refundable.

48. LANDLORD'S RIGHTS IF TENANT BREAKS LEASE

- a) If Tenant breaks this lease agreement, Landlord has the right to:
- 1) End this lease agreement;
 - 2) Go to court to get back (recover possession) the leased property;
 - 3) Hire an attorney to start a court eviction action. Tenant agrees to pay Landlord all attorney's fees and court costs;
 - 4) Start eviction action without an attorney. Tenant agrees to pay Landlord the sum of **\$510.00**
 - 5) Go to court to recover rent and other charges due until the end of this lease even if this lease has not ended.
- b) If Landlord wins in court, Landlord can use the court process to take tenant's personal goods, motor vehicles, and money in banks, and attach Tenant's wages to pay for damages.

49. WHAT TENANT OWES LANDLORD IF TENANT BREAKS LEASE

If lease is broken by Tenant, the Tenant owes to Landlord:

- a) All rent and other charges allowed by this lease;
- b) All legal fees, court costs, collection agency fees, sheriff's or constable's fees, moving and storing cost, and other expenses that Landlord has to pay;
- c) The cost of repairing and replacing any damage to the leased property caused by the Tenant or Tenant's guests.
- d) Any cost that Landlord suffers as a result of Tenant breaking lease.

50. SECURITY DEPOSITS

- a) If Tenant breaks this lease in any way, the security deposit is not refundable.
- b) Tenant agrees to give Landlord a written forwarding address and return all keys before moving from the leased property. Failure to do so will allow Landlord to keep Tenant's security deposit in full.
- c) Within 30 days of Tenant moving, Landlord forwards the balance of the security deposit, plus any interest due. Landlord gives Tenant a list detailing the costs of all damages subtracted from the security deposit.
- d) Landlord will use security deposit money in the following order:
- | | |
|------------------------------|---|
| 1. Additional Rent Charges | 5. Past Due Rent |
| 2. Tenant-owed Utility Bills | 6. Current Rent |
| 3. Legal and Court Costs | 7. Repair of damages to Leased Property |
| 4. Other Fees Not Paid | 8. Removal of Tenant's property |
- e) Tenant cannot use the security deposit as payment for any month's rent including the last month's rent without court permission.

51. RETURN OF SECURITY DEPOSIT

The return of Tenant's security deposit is subject to the following conditions:

- a) Full term of lease has ended;
- b) Landlord has received a written forwarding address of tenant before moving;
- c) All rent paid in full;
- d) All keys and other items that Landlord provided are returned;
- e) No damage to the property has occurred beyond normal wear and tear;
- f) All personal property has been removed;
- g) The entire leased property has been cleaned, including all appliances;
- h) Holes in walls, scratches in woodwork, holes or damage to flooring whether carpeting, tile, or wood, have been repaired according to standard practices;
- i) No unpaid late charges or rent remains due;
- j) All utility bills are paid in full and written proof given to Landlord;
- k) Light fixtures have been cleaned and bulbs replaced where needed;
- l) All carpets have been professionally cleaned and written proof given to Landlord.

If any of the above conditions are not satisfied, Landlord may use the security deposit to satisfy such condition.

52. Inspection by Tenant

Tenant hereby agrees that tenant has thoroughly inspected the premises and has personally determined that they
a) are appropriate for Tenant's needs

53. ADDITIONAL CONDITIONS BETWEEN LANDLORD AND TENANT

A. Tenant agrees to abide by all condo rules and will be responsible for any fines or fees incurred by Tenants or Tenants Guests.

a) 75% of hardwood floor must be covered with area rugs;

b) All utility have to be transferred under Tenant’s name on or before _____ 20____. If this is not done in a timely fashion, it will affect your monthly rental fee. (Example, if your rent is \$900 a month and you don’t transfer the utilities into your name, the monthly rental will immediately go up to \$1200 a month accruing a \$150 charge for gas, \$75 for water and \$75 for electricity. We will add on according to your monthly usage.)

c) Phone numbers for Utilities Companies are:

- 1. Gas / PGW – 215- 235- 2050
- 2. Electricity / PECO – 1-800-494-4000
- 3. Water / Water Revenue Bureau – 215-686-6880
- 4. Oil Co. - 215-492-1900

d) BASEMENTS ARE FOR TV AND RECREATION ROOM USE ONLY

e) NOT TO BE USED AS A BEDROOM OR TO BE CONVERTED TO SLEEPING QUARTERS

TENANT AGREES LANDLORD GAVE TENANT TIME TO REVIEW THIS LEASE. IF TENANT DOES NOT UNDERSTAND THE LEASE TERMS, TENANT SHOULD SEEK THE ADVICE OF AN ATTORNEY BEFORE SIGNING. BY SIGNING THIS LEASE, EACH TENANT AGREES HE OR SHE HAS READ AND UNDERSTANDS ALL OF THE TERMS AND CONDITIONS. THIS LEASE WITH ANY ADDED CLAUSES OR HOUSE RULES IS THE FINAL AND COMPLETE AGREEMENT BETWEEN LANDLORD AND TENANT. NO OTHER ORAL OR WRITTEN AGREEMENTS ARE PART OF THIS LEASE.

Tenant Date

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Landlord Date

In the opinion of the Office of Attorney General, a pre-approved consumer contract meets the Test of Readability under 73 P.S. Section 2205 of the Plain Language Consumer Contract Act. Pre-approval of a consumer contract by the Office of Attorney General only means that simple, understandable, and easily readable language is used. It is not approval of the contents or the legality of the contract.

(In states other than Pennsylvania, remove the paragraph immediately above.)

ADDITIONAL RULES

ANTENNAS AND SATELLITE DISHES

- a) Tenant agrees not to install, or attach to the building, any antenna or satellite dish without permission of Landlord.
- b) If Tenant installs an antenna or satellite dish without written permission from the Landlord, Landlord may end this agreement by giving 30 days written notice.

APPLIANCES

Any appliances remaining in the leased property remain the personal property of the Landlord and are not part of this lease. Tenants may use the appliances but Landlord assumes no responsibility for their operation, repair, or replacement. Appliances remaining are:

Stove, Refrigerator, Washer, Dryer, Microwave

BILLING FOR UTILITIES THAT REMAIN IN LANDLORD'S NAME

If Landlord keeps utility bills in Landlord's name, or local municipalities require bills to stay in Landlord's name, Landlord will forward bill to Tenant. Tenant is then responsible to pay the utility company promptly.

BILLING FOR UTILITIES THAT REMAIN IN LANDLORD'S NAME- N/A

- a) If billing for utilities must remain in Landlord's name, Tenant will pay an additional \$_____ in the monthly rent to cover the following utilities:_____
- b) When the Landlord receives the utility bill, Landlord will pay the bill and submit a copy to Tenant. If the charges are more than the amount paid by Tenant each month, Tenant pays the difference to Landlord within _____ days of receiving the bill.
- c) If the charges are less than the Tenant's normal monthly payment amount, Landlord pays the difference to Tenant within _____ days of receiving the bill.
- d) If Tenants' utility bill totals less than the previous year's total, Tenant will receive a rental credit to the next month's rent.
- e) If Tenant has been late on any month's rent during the year, owes additional fees, and does not renew the lease for another year, Landlord is not responsible to pay rent credit payments.

DISCOUNT FOR PROMPT PAYMENTS-N/A

- a) Landlord will give a discount of \$_____ for any rental payment received in full by the ____ day of the month. The rent for that month will be reduced to \$_____.
- b) To receive the above discount, Tenant must have paid rent for previous months plus any other charges in full.

DISCOUNT FOR REPAIRS BY TENANT- N/A

- a) Tenant will receive a rental discount of \$_____ each month in exchange for making individual repairs or replacements that cost less than \$_____.
- b) Tenant agrees to tell Landlord in writing of needed repairs over \$_____ before making the repair to leased property and appliances therein.
- c) Tenant does not receive a rental discount if Tenant does not complete repairs by the next rent due date.

MILITARY RELEASE FROM LEASE

- a) Landlord agrees to let Tenant end this lease with sixty (60) days written notice if tenant receives orders to a new duty station located out of the area. This also applies if the government assigns Tenant to government housing.
- b) Tenant agrees to give Landlord a copy of the official orders. Landlord will not charge any penalties for breaking this lease.

PETS ALLOWED _____ INITIALS -N/A

- a) Tenant will pay the cost of repairing damage caused by the pet and will pay the cost as additional rent.
- b) Landlord reserves the right to end this pet agreement if the Tenant does not maintain the pet properly or the pet becomes a nuisance to others.
- c) Tenant agrees to walk pet on a leash no longer than 6 feet and to pick up after the pet.

- d) Tenant agrees not to leave pet unattended for more than _____ consecutive hours and will remove all offspring of the pet within _____ weeks of birth.
- e) The cost of repairing any damage caused by the animal is a charge Tenant agrees to pay as additional rent. This includes cleaning and deodorizing carpet.

PAINTING

If Tenant paints or wallpapers, Tenant understands it is Tenant’s responsibility to paint walls back to the original color before moving. If Landlord agrees to allow the existing wallpaper or paint color to stay, Landlord will state this in writing to Tenant at the start of the lease.

REPAIRS

- a) Tenant is responsible for the first \$50 of each and every repair or replacement beyond “Normal Wear and Tear”.
- b) Tenant is responsible for all damages to the leased property that Tenant or Tenant’s guests cause. Tenant agrees to correct and pay for these damages to leased property and appliances therein.
 - 1) If Tenant does not complete repairs in a reasonable time, Landlord will pay to complete repair.
 - 2) The Tenant will reimburse Landlord for this cost in the following month’s rental payment. This cost is considered additional rent due.
- c) Landlord is not responsible to repair damage Tenant or Tenant’s guests intentionally caused.
- d) Tenant agrees to change filters on the heater every three months. If Tenant neglects to do so and damage is caused because filters were not changed, Tenant agrees to pay for all expenses to repair damage, including the service call charge.

TENANT FAILS TO MOVE IN AFTER GIVING DEPOSIT TO HOLD

If leased property is ready for move-in and Tenant cancels moving in, Landlord may keep all money paid by Tenant in advance. Tenant is responsible for payment of reasonable advertising costs to re-rent the leased property. Tenant pays rent for days the leased property remains empty.

TENANT MOVES BEFORE END OF LEASE

If Tenant wants to end this lease and move out before the ending date, Tenant has these options:

- a) Pay a fee equal to two month’s rent and lose all security deposits.
- b) Pay a fee equal to one month’s rent and pay for all expenses in locating a replacement tenant. Tenant will show leased property to prospective tenants. Tenant will receive the security deposit back, minus damages, if replacement tenant is found by Tenant’s move-out date.
- c) If Tenant or Landlord finds a replacement tenant after the move-out date, tenant will receive the balance of the security deposit, if any remains.

TRANSFER AND LEASE TO ANOTHER PERSON

Landlord allows: _____ to occupy the leased property.

- a) Tenant is responsible for all expenses in locating a replacement Tenant;
- b) Landlord must review all applications and approve;
- c) The lease remains under the original Tenant’s name. Original Tenant is responsible for all damages, needed repairs, and uncollected rent of the replacement Tenant;
- d) The replacement Tenant must accept the property in “as is” condition and after approval, pay a fee of \$ _____ to Landlord for time in processing the transfer.

TRANSFER OF LEASE TO NEW OWNER

- a) Landlord transfers all of his right in this new lease to _____ the new Landlord. The new Landlord assumes all responsibilities under this lease.
- b) New Landlord acknowledges receiving \$ _____ for Tenant’s security deposit, pro-rated rent, last month’s rent, and other deposits mentioned here:

LEAD-BASED PAINT CLAUSE

“EVERY LESSEE OF ANY INTEREST IN RESIDENTIAL PROPERTY ON WHICH A RESIDENTIAL DWELLING WAS BUILT PRIOR TO 1978 IS NOTIFIED THAT SUCH PROPERTY MAY PRESENT EXPOSURE TO LEAD FROM LEAD-BASED PAINT THAT MAY PLACE YOUNG CHILDREN AT RISK OF DEVELOPING LEAD POISONING. LEAD POISONING IN YOUNG CHILDREN MAY PRODUCE PERMANENT NEUROLOGICAL DAMAGE, INCLUDING LEARNING DISABILITIES, REDUCED INTELLIGENCE QUOTIENT, BEHAVIOR PROBLEMS AND IMPAIRED MEMORY. LEAD POISONING ALSO POSES A PARTICULAR RISK TO PREGNANT WOMEN. THE LESSOR OF ANY INTEREST IN RESIDENTIAL REAL PROPERTY IS REQUIRED TO DISCLOSE TO THE LESSEE THE PRESENCE OR ABSENCE OF ANY LEAD-BASED PAINT AND/OR LEAD-BASE PAINT HASARDS. A COMPREHENSIVE LEAD INSPECTION OR RISK ASSESSMENT FOR POSSIBLE PAINT AND/OR LEAD-BASED PAINT HAZARDS IS RECOMMENDED PRIOR TO LEASE.”

Within ten (10) days from the final signing of this lease, the tenant can pay for or a comprehensive lead inspection and risk assessment of the rental property by a certified lead inspector. If the inspection discloses that lead-based paint or lead-based paint hazards exist in the rental property, the tenant has two (2) business days after receiving the report to end this lease and get back all rent and security deposits paid to the landlord. If the tenant does not get an inspection within the permitted ten (10) days or does not end this lease within two (2) days after getting the report, the tenant gives up the right to get an inspection or end this lease.

Witness _____ Lessee/Tenant _____ Date _____

Witness _____ Lessee/Tenant _____ Date _____

Witness _____ Lessee/Tenant _____ Date _____

Witness _____ Lessor/Landlord _____ Date _____

Appliance Use and Care

PROPER USE & CARE OF GARBAGE DISPOSAL:

1. Be sure to run cold water when disposal is in use as it will solidify any grease and send it down the drain with other food waste. Cold water also helps to cool the motor.
2. Do not stuff food down the disposal or overload. Turn cold water on first, then disposal, then push food waste into the drain, running cold water an additional 15-30 seconds longer after the grinding noise has stopped. Dispose of food waste frequently.
3. The disposal will accept soft food only. The following foods will place a strain on the disposal and/or cause it to break down. These foods should be placed in the trash and not the disposal:
 - Bones/Pits/shells -Chicken skin -Dried legumes
 - Stringy Foods (celery/asparagus) -Uncooked rice -Onion skins
 - Any non-food product -Animal fat -Corn husks/silks
 - (glass/cloth/cigarettes/metal/etc.) -Unpopped popcorn
4. Do not use drain-cleaning chemicals in disposal, but clean occasionally by placing 8-10 ice cubes in disposal and process.
5. If disposal stops working, before calling for repair man try the following; insert the handle of a plunger or broom into disposal, catching blades, move until blades move freely (do not force), remove handle. Look on bottom of disposal and push in the red re-set button. Turn on disposal and it should run smoothly. If disposal still does not work, call ONYX Management Group and a repairman will be sent.

HOW TO RUN THE DISHWASHER:

1. Use only detergents made for dishwashers (check container before using). Detergents should be free of lumps for best cleaning. Do not put detergent into dishwasher until ready to wash. Keep detergent off aluminum utensils or silver items.
2. Brush or rinse loose particles of food from dishes before placing in dishwasher. Baked or burned-on food should be soaked off before placing in dishwasher.
3. Load dishwasher properly. Do not block spray tube by improper loading or overcrowding. The upper rack is designed for glasses, cups, saucers, smaller odd pieces, and less heavily soiled items. Face items toward spray tub for best washing and rising action.
4. General care. Keep the dishwasher strainer clean to prevent clogging. Be sure that nothing has fallen to bottom of the tub while loading the dishwasher. Solid objects, broken glass, lightweight plastics can damage the propeller. Ordinarily, dishwashers are self-cleaning.

5. Items not to be washed in the dishwasher include; plastic items (except Melmac), rubber/wooden items, cast iron utensils, hand-painted china and milk glasses, and anodized aluminum.

6. **PLEASE DO NOT EVER** force the dial through a cycle. When the dishwasher is turned on, you *must* let it complete the cycle. Forcing the timer can cause damage to the dishwasher.

7. The hot water temperature should be set at a minimum of 120 degrees Fahrenheit in order for the dishwasher to produce clean dishes.

8. Always be sure water does not come out of the air vent at the top of the sink. If this occurs your dishwasher is clogged.

TIPS ON HEATING & COOLING EQUIPMENT:

1. The most comfortable setting should be selected and left unchanged, since constant changing results in inefficient use. The cost of cooling or heating increases by about 5 percent per degree.

2. Close shades and draperies during extreme weather to block out hot sun rays in summer (help reduce heat loads) and to provide insulation on cold days.

3. Don't let room get too hot, heat is stored in walls, furniture, drapes, etc. and it takes air conditioner longer to produce desired comfort level.

4. Don't leave doors and windows open, this allows cool, dehumidified air to escape, working against the air conditioning unit.

5. To maintain even air distribution, turn fan on for continuous operation during hot weather. This produces a more balanced and comfortable flow of cool air.

6. The maximum load on the air conditioning system occurs between 4:30 p.m. and 8:00 p.m. on extremely hot days; therefore keep cooking, showers, ironing, vacuuming, and washing and drying clothes at this time to a minimum.

7. **Filters should be changed every three months.** By keeping filters clean you can reduce your gas bill. Dirty filters reduce airflow and cause uneven temperatures. To change filter, remove screws and open. Replacement size is stated on old filter. New filter can be purchased at any hardware store. Simply insert and replace screws.

It is your responsibility to purchase and install the filters. Not changing the filters could cause the heater and/or air conditioner to malfunction. Should this happen you could be held responsible for the cost of repairing the system.

8. In two story homes, apartments, etc. with air distribution problems, close the upstairs vents and open downstairs vents in the winter and in the summer open upstairs vents and close downstairs vents.

9. When operating the air conditioner, **DO NOT** turn air conditioner on and off and then on again without waiting at least five minutes in between. Not waiting five minutes could cause sudden power surges on the compressor and may cause problems with the operation of the unit.

10 If an ONYX Management Group vendor is sent simply to light your pilot, you will be billed, as this is your responsibility.

MISCELLANEOUS APPLIANCE USE AND CARE

1. **SMOKE DETECTOR (S):** Smoke detector(s) provide a safe home for tenant(s) and protect the property from fire. They are mandated by local and state laws and *should not be disconnected for any reason*.

- Test should be performed once each month to determine that smoke detector(s) are operating properly.

- If smoke detector(s) are battery operated, battery should be replaced at least twice a year, or when monthly test determines battery is not operational.

- If smoke detector(s) are not working tenant should contact the maintenance department immediately and report the problem.

2. **STOVE:** Before calling for service, please check to make sure the automatic oven timers (start & stop) are both set at 12:00. If these are not both set, the oven will not work. If nothing is working on your stove (surface units, oven) check your breakers to see if them work. If a repairman is called and it is found to be a thrown breaker, you will be charged for the service call.

3. **REFRIGERATORS:** Once a year pull out the refrigerator and vacuum clean the vents and coils. This not only keeps the refrigerator running more efficiently, but can save money on the electric bill.

4. **PORTABLE ELECTRIC HEATERS:** If you use a portable heater for spot heat in addition to the heating system in your unit, be aware that your electric bill will be higher. The following safety precautions should be followed when using portable heaters:

- The unit should bear the seal of a nationally recognized safety-testing laboratory. Place portable heater away from combustibles, such as drapes and newspapers. Position heater so it cannot be tipped over. Position the cord so individuals will not trip over it. If heater has not been used for a period of time, check out heater to be sure it is operating properly. Never leave heater on and unattended.

5. **ELECTRICAL PANEL BOX (BREAKER BOX):** All switches must be in an "on" position. If there is a problem, it is your responsibility to check breaker box before calling for service. Turn all switches to "off" position, then to the "on" position. Your electricity should resume at this point. If this has not been checked and a repairman finds this is the only problem, you will be charged for the service call.

There may also be a **GFI (BREAKER SWITCH)** normally found in the bathroom or garage, but may also be found in the breaker box. This switch will have an "on"/"off" reset button. Please also check this switch and follow steps above before calling for service.

6. **BARBECUE GRILLS:** Improper use or placement of a grill can cause fires, resulting in extensive property damage or personal injury. The following guidelines should be followed to prevent damage to property and/or individuals:

- Do not use grills on wooden decks or balconies (hot ashes from grill may fall un-noticed). Make sure grill is sturdy and stable, especially if it stands on legs.

- Watch the placement of the grill (never grill near dry grass areas). Sparks and smoke should be directed away from buildings, furniture and people.
- Never leave a grill unattended once coals are lit.
- Never use gasoline, kerosene, alcohol or a cigarette lighter to start a fire or add more starter fluid once a fire is lit.
- Use only enough charcoal to last for the time it will be needed.
- Douse coals thoroughly with water after grilling. A sudden high wind could cause hot coals left overnight to ignite nearby buildings.
- Never use grill in a confined space or move outdoor barbecues indoors. Smoldering charcoal can build up lethal concentrations of carbon monoxide.
- Always discard used briquettes in a noncombustible container; never use a cardboard carton or paper bag. **DO NOT** place briquettes in garbage can until sure they are **completely** cold.
- When using an electric igniter, place it on a noncombustible surface, such as bricks.

7. **WATER PIPES:** In freezing weather leave the heat on, open the cabinet doors under the kitchen and bathroom sinks, and open taps to allow faucets to drip. Also, in freezing weather any exterior pipes should be wrapped to keep them from freezing and breaking. Be prepared to cover any outdoor plants that are sensitive to freezing temperatures.

8 **DO YOU KNOW?** In case of an emergency, do you know the location of the circuit breakers and the water shutoff? You should also know how to turn off the gas to the property. If you are not sure where these items are located, please call ONYX Management Group and we will do our best to get the information to you.

Tenant _____ Landlord _____



Wear and Tear vs. Damage (Ver. 2-28-2010)

Wear and Tear	Damage
Keys worn out	Keys lost
Door lock loose or stubborn	Door damaged from forced entry
Carpeting worn and dirty	Carpeting stained, burned, or torn
Carpet seam unglued	Carpet oil or rust stains
Wood floors scuffed	Wood floors badly scratched or gouged
Linoleum worn thin	Linoleum torn or with holes
Cabinet doors warped	Cabinets broken or missing
Countertop worn	Countertop burnt or cut
Ceiling stained from rain or bad plumbing	Ceiling stained by tub/toilet overflow
Plaster cracks from settling	Damaged wall resulting from carelessness of the tenant or large holes caused by removal of shelving or pictures, carelessness of the tenant or large holes caused by removal of shelving or pictures
Paint chipped, cracked, or faded	Unapproved tenant painting of interior or exterior, writing on walls with permanent markers
Wallpaper loose	Wallpaper damaged, torn, or ripped
Drapery rod loose	Drapery rod broken or missing
Curtains and drapes faded	Curtains and drapes torn or missing
Blinds blistered by heat	Blinds with bent slats
Window or door screens dirty	Window or door screens missing or torn
Window sticking	Window broken
Faucet handle loose or inoperable	Faucet handle missing or broken
Toilet wobbles or runs	Toilet seat or tank cover missing or broken
Unit needs normal cleaning	Odor throughout unit
Closet door off track	Closet door damaged or missing

Consumer Notice

Onyx Management Group

CONSUMER NOTICE

THIS IS NOT A CONTRACT

CN

Pennsylvania Law requires real estate brokers and salespersons (licensees) to advise consumers who are seeking to sell or purchase residential or commercial real estate or tenants who are seeking to lease residential or commercial real estate where the licensee is working on behalf of the tenant of the business relationships permitted by the Real Estate Licensing and Registration Act. **This notice must be provided to the consumer at the first contact where a substantive discussion about real estate occurs unless an oral disclosure has been previously provided. If the oral disclosure was provided, this notice must be provided at the first meeting or the first time a property is shown to the consumer by the broker or salesperson.**

Before you disclose any information to a licensee, be advised that unless you select an agency relationship, the licensee is NOT REPRESENTING YOU. A business relationship of any kind will NOT be presumed but must be established between the consumer and the licensee.

Any licensee who provides you with real estate services owes you the following duties:

- Exercise reasonable professional skill and care which meets the practice standards required by the Act.
- Deal honestly and in good faith.
- Present, in a reasonably practicable period of time, all offers, counteroffers, notices, and communications to and from the parties in writing. The duty to present written offers and counteroffers may be waived if the waiver is in writing.
- Comply with Real Estate Seller Disclosure Act.
- Account for escrow and deposit funds.
- Disclose all conflicts of interest in a reasonably practicable period of time.
- Provide assistance with document preparation and advise the consumer regarding compliance with laws pertaining to real estate transactions.
- Advise the consumer to seek expert advice on matters about the transaction that are beyond the licensee's expertise.
- Keep the consumer informed about the transaction and the tasks to be completed.
- Disclose financial interest in a service, such as financial, title transfer and preparation services, insurance, construction, repair or inspection, at the time service is recommended or the first time the licensee learns that the service will be used.

A licensee may have the following business relationships with the consumer:

Seller Agency:

Seller agency is a relationship where the licensee, upon entering into a written agreement, works only for a seller/landlord.

Seller's agents owe the additional duties of:

- *Loyalty* to the seller/landlord by acting in the seller's/landlord's best interest.
- *Confidentiality*, except that a licensee has a duty to reveal known material defects about the property.
- Making a *continuous and good faith effort* to find a buyer for the property, except while the property is subject to an existing agreement.
- Disclosure to other parties in the transaction that the licensee has been engaged as a seller's agent.

A seller's agent may compensate other brokers as *subagents* if the seller/landlord agrees in writing. Subagents have the same duties and obligations as the seller's agent. Seller's agents may also compensate buyer's agents and transaction licensees who do not have the same duties and obligations as seller's agents.

If you enter into a written agreement, the licensees in the real estate company owe you the additional duties identified above under seller agency. The exception is designated agency. See the designated agency section in this notice for more information.

Buyer Agency:

Buyer agency is a relationship where the licensee, upon entering into a written agreement, works only for the buyer/tenant.

Buyer's agents owe the additional duties of:

- *Loyalty* to the buyer/tenant by acting in the buyer's/tenant's best interest.
- *Confidentiality*, except that a licensee is required to disclose known material defects about the property.
- Making a *continuous and good faith effort* to find a property for the buyer/tenant, except while the buyer/tenant is subject to an existing contract.
- Disclosure to other parties in the transaction that the licensee has been engaged as a buyer's agent.

A buyer's agent may be paid fees, which may include a percentage of the purchase price, and, even if paid by the seller/landlord, will represent the interests of the buyer/tenant.

If you enter into a written agreement, the licensees in the real estate company owe you the additional duties identified above under buyer agency. The exception is designated agency. See the designated agency section in this notice for more information.

Dual Agency:

Dual agency is a relationship where the licensee acts as the agent for both the seller/landlord and the buyer/tenant in the same transaction with the written consent of all parties. Dual agents owe the additional duties of:

- Taking no action that is *adverse or detrimental* to either party's interest in the transaction.
- Unless otherwise agreed to in writing, making a *continuous and good faith effort* to find a buyer for the property and a property for the buyer, unless either are subject to an existing contract.
- *Confidentiality*, except that a licensee is required to disclose known material defects about the property.

Designated Agency:

In designated agency, the employing broker may, with your consent, designate one or more licensees from the real estate company to represent you. Other licensees in the company may represent another party and shall not be provided with any confidential information. The designated agent(s) shall have the duties as listed above under seller agency and buyer agency.

In designated agency, the employing broker will be a dual agent and have the additional duties of:

- Taking reasonable care to protect any confidential information disclosed to the licensee.
- Taking responsibility to direct and supervise the business activities of the licensees who represent the seller and buyer while taking no action that is adverse or detrimental to either party's interest in the transaction.

The designation may take place at the time that the parties enter into a written agreement, but may occur at a later time. Regardless of when the designation takes place, the employing broker is responsible for ensuring that confidential information is not disclosed.

Transaction Licensee:

A transaction licensee is a broker or salesperson who provides communication or document preparation services or performs other acts for which a license is required **WITHOUT being the agent or advocate** for either the seller/landlord or the buyer/tenant. Upon signing a written agreement or disclosure statement, a transaction licensee has the additional duty of limited confidentiality in that the following information may not be disclosed:

- The seller/landlord will accept a price less than the asking/listing price.
- The buyer/tenant will pay a price greater than the price submitted in a written offer.
- The seller/landlord or buyer/tenant will agree to financing terms other than those offered.

Other information deemed confidential by the consumer shall not be provided to the transaction licensee.

OTHER INFORMATION ABOUT REAL ESTATE TRANSACTIONS

The following are negotiable and shall be addressed in an agreement/disclosure statement with the licensee:

- The duration of the employment, listing agreement or contract.
- The fees or commissions.
- The scope of the activities or practices.
- The broker's cooperation with other brokers, including the sharing of fees.

Any sales agreement must contain the zoning classification of a property except in cases where the property is zoned solely or primarily to permit single family dwellings.

A Real Estate Recovery Fund exists to reimburse any person who has obtained a final civil judgment against a Pennsylvania real estate licensee owing to fraud, misrepresentation, or deceit in a real estate transaction and who has been unable to collect the judgment after exhausting all legal and equitable remedies. For complete details about the Fund, call (717) 783-3658.

ACKNOWLEDGMENT

I acknowledge that I have received this disclosure.

Date: <u>n/a</u>	<u>n/a</u>	<u>n/a</u>
	Print (Consumer)	Print (Consumer)
	Signed (Consumer)	Signed (Consumer)
<u>n/a</u>	Address (optional)	Address (optional)
<u>n/a</u>	Phone Number (optional)	Phone Number (optional)

I certify that I have provided this document to the above consumer.

Date: <u>n/a</u>	<u>n/a</u>	Print (Licensee)
		Signed (Licensee)

Adopted by the State Real Estate Commission at 49 Pa. Code §35.336.

W-9 Form

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
--	--	---

Print or type specific instructions on page 2. See specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="text"/> <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

	Social security number <input style="width: 100%;" type="text"/>
	OR
	Employer identification number <input style="width: 100%;" type="text"/>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Services Pricing List

This list is provided at the move in so you are aware of property damages and cleaning that needs to be done when you vacate in order to avoid expenses deducted from your security deposit.

CLEANING

- Refrigerator \$75.00 and up
- Stove top and oven \$75.00 and up
- Kitchen cabinet or counter tops \$75.00 and up
- Kitchen or Bathroom Floor \$75.00 and up
- Bathtub shower \$75.00 and up
- Toilet \$75.00 and up
- Carpet Cleaning and Deodorizing \$125.00 and up

DAMAGES

- Remove crayon marks \$50.00 and up
- Small/Large nail hole repair \$100.00 and up
- Replace interior/exterior door \$500.00 and up
- Replace sliding door \$400.00 and up
- Replace bathroom mirror or cabinet \$250.00 and up
- Replace countertop \$500.00 and up
- Replace tile/Linoleum \$350.00 and up
- Replace light bulb \$1.50 and up
- Light fixture globe \$15.00 and up
- Light Fixture \$50.00 and up
- Electrical outlet plates \$5.00 per plate and up
- Replace oven knob \$25.00 and up
- Replace window screen \$40.00 and up

ADDITIONAL CHARGES

- Replace door lock \$75.00 and up
- Replace curtain rod or towel bars \$50.00 and up
- Replace smoke detectors \$50.00 and up
- Remove junk and debris \$250.00 and up
- Fumigate for fleas or bugs \$150.00 and up

If any city Violations Including C.L.I.P. VIOLATIONS are left on the property, your security deposit will be charged the cost of the violation, plus an additional \$100 service charge. When you vacate the property we ask that you bring your most CURRENT and PAID PGW and WATER BILL. If these bills are not paid they will also be taken from your security deposit.

Acknowledgement of notice received

TENANT: _____ DATE: _____

TENANT: _____ DATE: _____

Initials: Tenant Tenant Tenant Landlord Landlord

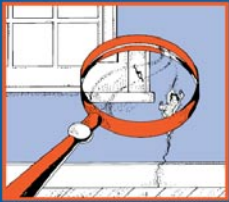


Lead Paint Hazard Brochure


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.

Protect Your Family From Lead In Your Home








United States Environmental Protection Agency



United States Consumer Product Safety Commission



United States Department of Housing and Urban Development

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

Lead Gets in the Body in Many Ways

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

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.

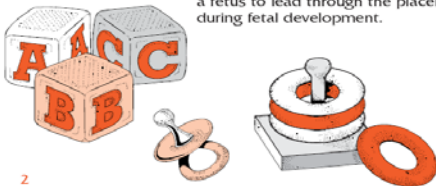
Lead is even more dangerous to children under the age of 6:

- ◆ 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.

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

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.



2

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:

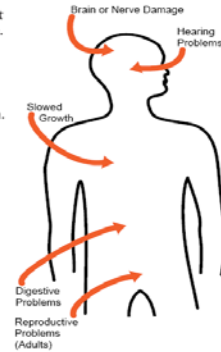
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

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.

3

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.

4

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.

6



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.

5

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.



7

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.



8

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.

Other Sources of Lead



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



10

- ◆ **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.

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.



9

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.

11

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-81)
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

12

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

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

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

EPA747-K-99-001
June 2003

13