



City of Nashua
Community Development Division
City Hall, 229 Main Street, PO Box 2019
Nashua, New Hampshire 03061-2019

Community Development 589-3095
Planning and Zoning 589-3090
Building Safety 589-3080
Code Enforcement 589-3100
Urban Programs 589-3085
Economic Development 589-3070
Conservation Commission 589-3105
FAX 589-3398
www.gonashua.com

Dear Tenant:

Your landlord has applied for assistance from the Nashua Lead Paint Program. We must qualify all families who live at the property, not just the owner. If the application is approved, a lead inspection will be done to identify potential lead hazards. If you are interested, we will also conduct an assessment of other healthy housing issues, such as smoke and carbon monoxide detectors, insulation issues, pest problems, etc).

Please fill in the attached forms, so that we can qualify your unit. We understand some of the information is personal, and we want you to know that we keep it strictly confidential. Your landlord will not see the information unless you allow them to. Please feel free to return the completed forms to us directly, if you prefer.

If the application is approved, you may need to move out of your unit for about two (2) weeks while the work takes place. If you are required to temporarily move, the head of household will receive a \$400 check **after** the work in your unit is complete. Your landlord will give you plenty of notice to be prepared and you will receive information from this office.

The following forms are enclosed:

1. Unit Information
2. Occupant & Income Form
3. Lead Test Form
4. Tenant Information/Agreement Form (Two copies – Return one/Keep one)
5. EPA booklet "Protect Your Family from Lead in Your Home"

Please take time to read, understand, and complete all of the information provided. Your cooperation is greatly appreciated.

If you have any questions, please call or e-mail me at (603) 589-3071, moutenota@nashuanh.gov.

Sincerely,

Amy Moutenot
Intake Specialist/Program Assistant
Urban Programs Department
City of Nashua

enc.

**NASHUA LEAD PAINT & HEALTHY HOMES PROGRAM
UNIT INFORMATION**

This form is to be completed by the head of household.

Address: _____

Unit #: _____

Name: _____

Contact Number: _____

Rent Amount: \$ _____ Rental Assistance Amt: \$ _____

Are there any handicap people living in the unit? _____

Total Number of Rooms: (Include Kitchen and Bathrooms) _____

Square Footage of Unit: (If known) _____

Information for Government Monitoring Purposes

The following information is requested by the Federal Government in order to monitor compliance with equal credit opportunity and fair housing laws. You are not required to provide this information, but are encouraged to do so. The law provides that an agency may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to provide it, under Federal regulations this agency is required to note race and sex on the basis of visual observation or surname. If you do not wish to provide the above information, please check the box below.

I do not wish to provide this information

Race/National Origin:

- American Indian, Alaskan Native Asian, Pacific Islander
 Black Hispanic White Other (specify) _____

Sex: Female Male

Female Head of Household: **Yes** **No**

NASHUA LEAD PAINT & HEALTHY HOMES PROGRAM OCCUPANT & INCOME FORM

NAME: (Head of Household) _____

Proof of income for each adult is required. Examples include 4 recent pay stubs, wage records, employer verification (directly from employer on letterhead). Please indicate if a full-time student.

Please list every person living in your unit (include yourself)

Please also list children less than six (6) years old who visit your home often. If a child visits please enter their relation (such as part-time custody, friend, cousin, etc.) and the amount time spent visiting the property.

First	Last	Age	Date of Birth	Sex	Gross Income (Indicate if yearly, monthly or weekly)
Example: Carmen	Santos	43	5-20-1964	F	\$400 weekly

_____ SIGNATURE

_____ DATE

FOR OFFICE USE ONLY		
Family Size: _____	# of Children > 6 years: _____	Staff Initials _____
Income: _____	% of Median _____	Date _____

**NASHUA LEAD PAINT & HEALTHY HOMES PROGRAM
LEAD TEST FORM**

NAME: (Head of Household) _____

**Please provide proof of age for children less than six (6) years old, who live on the property. Examples include, but are not limited to, a birth certificate, taxes, medical records or school records.
(Applies only to owner-occupied properties)**

Please list children. Have they been tested for lead in the past three (3) months?

Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____
Name	_____	Date tested	_____	Result	_____	Not Tested	_____

_____ The above listed children have not had their blood lead levels tested in the past three (3) months; however I agree to have them tested at this time and will supply the results to the Nashua Lead Paint Program.

_____ For religious and/or personal reasons, I choose not to have my child (children) tested for lead.

I/We voluntarily disclose this information. I/We understand that disclosure of this information is not required for participation in the Nashua Lead Paint Program.

(Parent/Legal Guardian)

(Date)

PLEASE READ & SIGN THIS FORM

**NASHUA LEAD PAINT & HEALTHY HOMES PROGRAM
TENANT INFORMATION/AGREEMENT FORM**

Program Requirements:

Your landlord has applied to the Nashua Lead Paint & Healthy Homes Program to help address lead hazards in the property. If the property qualifies, a Licensed Inspector will do a lead-paint inspection and risk assessment in your home. If there are any lead hazards identified, a Licensed Lead Paint Contractor will perform the work. This work will make your home a safer place for young children who live there or visit.

Your landlord has already agreed to the terms of the program. In order for us to assist your unit, you must also agree to the following:

Relocation during lead hazard work:

During the time that the contractors are working in your unit, your family may have to temporarily move out. The Program will notify you if you are required to temporarily move ahead of time. The **average time is two (2) weeks**. You cannot go in and out of your unit during this time. You cannot move back in until you have been notified that the work is done and it is safe. To make sure your unit is safe; the inspector will take samples for lead dust throughout your home. A laboratory will test these wipes samples. Relocation is required so that no member of your family will be exposed to lead dust during the work. State and Federal Laws require relocation.

It is advised that during the work you stay with family or friends. This program offers a stipend (check) to help with relocation costs. The check will not be released to you until **after** the work is done. The check is only released if you have followed all the terms of the program. There is only ONE check per unit allowed and you must come to our office with ID to pick it up.

Initials _____

Non-Liability of personal injury/damage:

I will indemnify and hold the City of Nashua's Lead Paint Program and its officials harmless against any claims for injury or damage of any kind to persons or property occurring or arising during this program.

Initials _____

Please sign and return this copy

Head of Household

Date

Please return this page

NASHUA LEAD PAINT & HEALTHY HOMES PROGRAM TENANT INFORMATION/AGREEMENT FORM

Please keep this page

Program Requirements:

Your landlord has applied to the Nashua Lead Paint & Healthy Homes Program to help address lead hazards in the property. If the property qualifies, a Licensed Inspector will do a lead-paint inspection and risk assessment in your home. If there are any lead hazards identified, a Licensed Lead Paint Contractor will perform the work. This work will make your home a safer place for young children who live there or visit.

Your landlord has already agreed to the terms of the program. In order for us to assist your unit, you must also agree to the following:

Relocation during lead hazard work:

During the time that the contractors are working in your unit, your family may have to temporarily move out. The Program will notify you if you are required to temporarily move ahead of time. The **average time is two (2) weeks**. You cannot go in and out of your unit during this time. You cannot move back in until you have been notified that the work is done and it is safe. To make sure your unit is safe, the inspector will take samples for lead dust throughout your home. A laboratory will test these wipes samples. Relocation is required so that no member of your family will be exposed to lead dust during the work. State and Federal Laws require relocation.

It is advised that during the work you stay with family or friends. This program offers a stipend (check) to help with relocation costs. The check will not be released to you until **after** the work is done. The check is only released if you have followed all the terms of the program. There is only ONE check per unit allowed and you must come to our office with ID to pick it up.

Non-Liability of personal injury/damage:

I will indemnify and hold the City of Nashua's Lead Paint Program and its officials harmless against any claims for injury or damage of any kind to persons or property occurring or arising during this program.

Please keep this page