



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

Community Development	589-3095
Planning and Zoning	589-3090
Building Safety	589-3080
Code Enforcement	589-3100
Urban Programs	589-3085
Conservation Commission	589-3105
Urban Programs FAX	589-3398

## LEAD PAINT & HEALTHY HOMES PROGRAM APPLICATION

### INVESTOR OWNED PROPERTIES

Property Address: \_\_\_\_\_ Year Built: \_\_\_\_\_

Contact person for this application: \_\_\_\_\_

Telephone: \_\_\_\_\_  E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*Please check the box for the best method to contact you*

#### Some Important Notes:

- For assistance with completing this application please call 603-589-3085 and ask for the lead program
- You must own the property to apply to this program

**\*\*Please DO NOT contact any lead paint inspectors/risk assessors or contractors, we will assist you with this\*\***

**TENANT INCOME LIMITS**  
(The income of only those who reside at the property is considered)

Occupants residing at the property must meet certain income percentages for investor-owned properties. In general the following conditions apply:

Multi-family properties:

- Half of the units must be rented to tenants whose income does not exceed 50% area median income (AMI)
- The remaining units must be rented to tenants whose income does not exceed 80% AMI
- If the property has five or more units, 20% of the units may be rented to tenant's whose income exceeds 80% AMI

Examples:

4 unit building – 2 units with tenants at or below 50% AMI, 2 units with tenants at or below 80% AMI

10 unit property – 4 units with tenants at or below 50% AMI, 4 units with tenants at or below 80% AMI & 2 units at any income (exceeding the limits)

Single-family properties: Tenant's annual household income cannot exceed 80% AMI.

**HUD Income Limits**  
(Based on household size)  
**City of Nashua, NH**

Effective May 2017. Income limits are published by HUD on an annual basis and subject to change.

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
50% of median	<b>\$32,950</b>	<b>\$37,650</b>	<b>\$42,350</b>	<b>\$47,050</b>	<b>\$50,850</b>	<b>\$54,600</b>	<b>\$58,350</b>	<b>\$62,150</b>
80 % of median	<b>\$47,600</b>	<b>\$54,400</b>	<b>\$61,200</b>	<b>\$68,000</b>	<b>\$73,450</b>	<b>\$78,900</b>	<b>\$84,350</b>	<b>\$89,800</b>

**Instructions for Filling out Application**

1. Please fill in each section of the application completely
2. Submit the following documents with your application. We cannot process your application until we receive all of the required information. Depending on the type of assistance you qualify for, additional documents may be required. Following is a checklist for your convenience:

**Completed tenant packets for each occupied rental unit w/ proof of income**

\_\_\_\_\_ Copy of Deed (may be available online – please check with program staff)

\_\_\_\_\_ Proof you do not reside at property, such as vehicle Registration or utility bill

\_\_\_\_\_ Proof property insurance is up to date (Declaration Page)

\_\_\_\_\_ Copy of current mortgage statement or bill, including second mortgage if applicable

\_\_\_\_\_ If property is an LLC, list of members and verification you are authorized to apply

**PART ONE  
Owner/Property Information**

1. How did you hear of this program? \_\_\_\_\_

2. List each person on the deed below

Owner(s) Name	Home Address	Contact # (Home or Cell)

3. Total # of Units: \_\_\_\_\_

Unit # (or address)	Rent Charged	Total # of Rooms (Include kitchens & baths)

\*Please list additional units on back of page

4. Year the Property was built: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

5. Please provide current mortgage statements (1<sup>st</sup> and 2<sup>nd</sup> if applicable). Indicate if NONE.

6. Are your mortgage payments up to date? Yes  No

7. Are the real estate taxes on all Nashua properties which you have a financial in interest in up to date? Yes  No

8. Are the water and sewer bills for all Nashua properties which you have a financial in interest up to date? Yes  No

9. Are there any liens against this or any Nashua property you have a financial interest in? Yes  No

If yes, explain: \_\_\_\_\_

10. Have you been ordered to correct lead hazards by the State? No  Yes  (please include a copy of the notice)

11. Do you authorize us to communicate with the State regarding the status of this property? Yes  No

## PART TWO

### Program Agreement/Information

Please read the following terms carefully:

- All personal information you provide will be used solely to determine eligibility for this program and/or reporting purposes and will be kept strictly confidential.
- If the property qualifies, a Licensed Lead Inspector/Risk Assessor will perform an inspection at your property. The level of work required will depend on the hazards identified.
- **ONCE THE LEAD INSPECTION/RISK ASSESSMENT HAS BEEN PERFORMED DO NOT PERFORM ANY WORK ON THE HAZARDS IDENTIFIED.** It is illegal for unauthorized individuals to perform lead hazard control work.
- If you qualify for a GRANT, you will be required to sign an agreement that the property will be rented to low-income households for at least three (3) years and that you will give preference to families with children under six (6) years of age.
- Payment for work performed will be made to the contractor; you will provide consent for release of each payment.
- You hereby grant permission to the City of Nashua's Lead Paint Program to obtain any further information necessary to determine your eligibility. This information may be obtained from any source named/documented as part of this application.
- Properties that have a child with an elevated blood level or a child under the age of six (6) will be given priority over a property with none.
- All properties that receive assistance through this Program will be added to the City's website as part of a lead-safe housing registry. The property address and owner's name(s) will be listed. Please check here if you would like to include a contact number for interested renters:  Contact #: \_\_\_\_\_

**Relocation during lead hazard control work:** State and Federal regulations may require temporary relocation while work is being performed on the interior of a unit. If this is the case, your tenants may have to temporarily move out. The average time is 10 working days. The exact time depends on the size and condition of the unit and/or the nature of the lead hazards. Before tenants are allowed to move back in, samples will be taken for lead dust levels throughout the unit. This program is available to assist you and your tenants in the relocation process, however it is your responsibility to ensure each tenant fully understands what is expected of them, has relocated and prepared their unit properly. It is advised that tenants temporarily relocate with family or friends, or if possible be rotated through an unoccupied unit.

**Unit preparation:** Each household will receive detailed instructions of how to prepare their unit. A copy of those instructions will also be provided to you.

**Non-Liability of personal injury/damage:** By signing below, you indemnify and hold the City of Nashua, Division of Community Development'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.

By signing this application you: Attest that the information contained herein is true and complete to the best of your knowledge and belief; Agree to the terms of the program; acknowledge that you have been given EPA's lead safe pamphlet, "Protect Your Family from Lead in your Home"; and that submission of this application does not guarantee you will receive assistance.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

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

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**Attached is an extra copy of these terms, please tear off and keep the next page.**

**Program Agreement/Information**  
**KEEP FOR YOUR RECORDS**

Please read the following terms carefully:

- All personal information you provide will be used solely to determine eligibility for this program and/or reporting purposes and will be kept strictly confidential.
- If the property qualifies, a Licensed Lead Inspector/Risk Assessor will perform an inspection at your property. The level of work required will depend on the hazards identified.
- **ONCE THE LEAD INSPECTION/RISK ASSESSMENT HAS BEEN PERFORMED DO NOT PERFORM ANY WORK ON THE HAZARDS IDENTIFIED.** It is illegal for unauthorized individuals to perform lead hazard control work.
- If you qualify for a GRANT, you will be required to sign an agreement that the property will be rented to low-income households for at least three (3) years and that you will give preference to families with children under six (6) years of age.
- Payment for work performed will be made to the contractor; you will provide consent for release of each payment.
- You hereby grant permission to the City of Nashua's Lead Paint Program to obtain any further information necessary to determine your eligibility. This information may be obtained from any source named/documented as part of this application.
- Properties that have a child with an elevated blood level or a child under the age of six (6) will be given priority over a property with none.
- All properties that receive assistance through this Program will be added to the City's website as part of a lead-safe housing registry. The property address and owner's name(s) will be listed. Please check here if you would like to include a contact number for interested renters:  Contact #: \_\_\_\_\_

**Relocation during lead hazard control work:** State and Federal regulations may require temporary relocation while work is being performed on the interior of a unit. If this is the case, your tenants may have to temporarily move out. The average time is 10 working days. The exact time depends on the size and condition of the unit and/or the nature of the lead hazards. Before tenants are allowed to move back in, samples will be taken for lead dust levels throughout the unit. This program is available to assist you and your tenants in the relocation process, however it is your responsibility to ensure each tenant fully understands what is expected of them, has relocated and prepared their unit properly. It is advised that tenants temporarily relocate with family or friends, or if possible be rotated through an unoccupied unit.

**Unit preparation:** Each household will receive detailed instructions of how to prepare their unit. A copy of those instructions will also be provided to you.

**Non-Liability of personal injury/damage:** By signing below, you indemnify and hold the City of Nashua, Division of Community Development'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.

By signing this application you: Attest that the information contained herein is true and complete to the best of your knowledge and belief; Agree to the terms of the program; acknowledge that you have been given EPA's lead safe pamphlet, "Protect Your Family from Lead in your Home"; and that submission of this application does not guarantee you will receive assistance.

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.