

Sample Pre-RRPM Work Notification Form – Building Owners and Tenants

You can use this sample form to show that you have notified building owners and tenants before starting Renovation, Repair, Painting and Maintenance (RRPM) work as part of Vermont's RRPM documentation requirements. You can either deliver the materials in person, email or mail them.

- If you choose to mail them, you must mail them at least seven days before the renovation begins, and get a certificate of mailing from the post office.
- If you choose to email them, you must receive an email response from the recipient confirming that the information was received.
- If you choose to deliver them in person and you are unable to get a signature, you can use the self-certification form.

Owner/Tenant Confirmation Receipt

- I was given the "Renovate Right" pamphlet and the "What Homeowners, Renters and Child Care Providers Need to Know about Vermont's RRPM Regulations" fact sheet.
- I received these materials before the work started.
- I understand the potential risk of lead hazard exposure from work being done in my building.

Printed Name of Owner or Tenant

Signature of Owner or Tenant

Date

Unit Address: _____

Self-Certification Form (for tenant-occupied dwellings only)

If you delivered the Renovate Right pamphlet and the Vermont RRPM Regulations fact sheet and did not get a signature from the tenant, select the appropriate box below.

- Declined** – I certify that I tried to deliver the Renovate Right pamphlet and the Vermont RRPM Regulations fact sheet to the rental unit at the date and time written below, and that the tenant declined to sign the confirmation of receipt. I have left a copy of the pamphlet and fact sheet with the tenant.

- Unavailable for signature** – I certify that I tried to deliver the Renovate Right pamphlet and Vermont RRPM Regulations fact sheet to the rental unit written below and that the tenant was unavailable to sign the confirmation of receipt. I have left a copy of the pamphlet and fact sheet at the unit by sliding it under the door or another way (please describe:

Printed Name of Person Certifying Delivery

Attempted Delivery Date and Time

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address: _____