

Confirmation of Receipt Form

Instructions: Complete all of Section 1, and either section 2,3, or 4, depending on the method of delivery

Section 1: Contractor/Owner Information

Contractor/Owner Name: _____

Address: _____

Phone: _____

Work site address: _____

Date: _____

Section 2: Delivery in person and Tenant signature obtained

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began. I also received notification of renovation stating where and when the renovation will be done.

Printed name of Tenant

Signature of Tenant

Section 3: Delivery in person; tenant signature not obtained

If lead pamphlet was delivered but a tenant signature was not obtainable, check the appropriate box below

Refusal to sign - I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, and notification of renovation to the rental dwelling unit listed above at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit with the tenant.

Unavailable for signature – I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, and notification of renovation to the rental dwelling unit listed above and that the tenant was unavailable to sign the confirmation receipt. I further certify that I have left a copy of the pamphlet and notification of renovation at the unit by sliding them under the door.

Printed name of person certifying delivery

Signature of person certifying delivery

Section 4: Mailing Option

As an alternative to delivery in person, you may mail the lead pamphlet and notification of renovation to the tenant. This information must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office).

Printed name of person mailing

Signature of person mailing