



TENANT HANDBOOK

*The Art of Real Estate,
the Science of Success.™*

DORMAN
REAL ESTATE
MANAGEMENT

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Emergency Info

This will help you in the event of an emergency, generally speaking this would be a flood, fire or a major sewer back-up.

Deposit Refund Hints

This document offers some hints on how to get your deposit back upon contract expiration. Please note, Dorman mails deposit checks and/or deposit accounting forms and invoices 60 days from the expiration/termination of your lease, whichever occurs last.

Cleaning Checklist & Instructions

This list outlines our standards for cleanliness. This is the condition the home should be received and returned. If you move in and the home does not meet this standard please contact your property manager immediately so that we may correct the problem. Please note that we do expect the home to be returned in this condition regardless of how you received it, so please contact our office to give us the opportunity to rectify any cleanliness issues.

Condition Report

This form must be turned in no more than 10 days from the first day of your lease.

Post Office Info – El Paso County

Just a helpful form which provides information on post offices local to El Paso County.

Community Info – El Paso County

Just a helpful form which provides frequently used community contact numbers.

Post Office & Community Info – Teller County

Just a helpful form which provides frequently used community contact numbers.

Lead-Based Paint Brochure

This brochure is for all occupants who move into homes which were built prior to 1978.

EMERGENCY INFO

The following explains our after-hours emergency procedures. PLEASE DO NOT CALL US IF IT IS NOT A TRUE EMERGENCY AS DEFINED IN YOUR LEASE OR IN THE LIST BELOW. All non-emergency maintenance issues need to be reported during normal business hours or leave a message on our general delivery voice mailbox at (719) 213-9100. You may also send a maintenance request through your tenant portal online once you have it set up (go to DormanRealEstate.com and click on Tenants).

The afterhours number is 719-213-9100. After selecting the appropriate option for afterhours calls, your call will be handled by our answering service that will take a message from you and will have one of our staff member's call you back.

The following are examples of emergencies, this is generally anything that will cause damage to the property or constitutes a safety issue to you:

- **INOPERABLE FURNACE OR HEATING (DURING COLD WEATHER MONTHS):** First call your local utility company to determine if it is a pilot light problem (they typically will relight pilot lights for free) and check your breaker box to make sure a fuse has not blown/tripped. **Not having air conditioning is NOT an emergency.**
- **SEWER OR TOILET BACK-UP:** If it is a toilet backup first try to plunge it and see if that fixes the problem.
- **WATER LEAK:** Please make yourself aware of where the water shut-offs are *BEFORE* an emergency occurs – know how to shut off the main water line into the property, and how to shut off the water to all toilets, sinks, water heater, washing machine, and sprinkler system (if you have one). If you have provided your own washing machine and it causes water or any other damage you are liable, so please check the hoses frequently or replace them with hoses that will not break. **IF THERE IS A WATER LEAK, TURN OFF THE WATER IMMEDIATELY then call us.** Not having hot water is NOT an emergency; it is an inconvenience and will be handled during normal business hours.
- **TOTAL LOSS OF ELECTRICAL POWER:** First, check the breaker box to see if the main breaker needs to be reset. If the main breaker is fine check with a neighbor or your local utility company to see if there is a widespread outage. (If you have only portions of the house without power (this is NOT an emergency) check all GFI outlets to make sure they have not been tripped; they may be located in any area of the house, garage, bathrooms, or outside outlets. If we send someone to fix an electrical outage and find it was just a tripped GFI you will be responsible for the bill.
- **FIRE:** Contact 911 services immediately and notify your property manager as soon as possible.

During normal business hours, Monday-Friday 8:00 am – 5:30 pm, please contact our office. Leave a message if we do not answer and we will return your call. Our office number is (719) 213-9100.

Please keep this letter handy for future reference. Thank you.

DEPOSIT REFUND HINTS

NOTE THAT THE BELOW INFORMATION WAS WRITTEN AND PROVIDED BY A 3RD PARTY SOURCE

How does a renter avoid conflict from the start? Start when you move in, being sure to do a complete walk-through of the premises. Most leases decree that the unit “is to be returned in the same condition as when first rented, less wear and tear”. Your task at hand is to establish exactly what condition the place was in from the start.

Where to begin? Hopefully the landlord will provide a walk-through or inventory checklist at move-in. If not, create your own.

If possible, draw out a basic floor plan on a sheet of paper. Label the rooms, and indicate where windows and doors are placed to help narrow down the details. Bring a camera to back up any notable items, especially those already damaged, such as peeling paint. For each room, make note of the following items:

- The paint and how it looks. If the unit was freshly painted top to bottom, that’s the threshold you’ll be responsible for. If just a few walls, say the kitchen and baths are painted, make careful note of that condition. Be sure to “look up, down and all around” when checking the condition of the paint.
- Floors. Every type has its weak spots. For example, wood floors can be easily scratched and expensive to refinish. Ask what steps are needed to keep them in good condition.
- Vinyl or linoleum underfoot? Flooring seams are notorious for splitting, especially where water can seep in around sinks and bathtubs. Check carefully for any pull-ups or binding.
- Window coverings should be checked. Even though most jurisdictions don’t require window coverings, such as blinds or drapes, many landlords include them at move-in. If none exist or only on certain windows, jot it down.
- Don’t overlook the screens. While not terribly expensive, replacing several can add up. While you’re looking out the windows, be sure the glass isn’t cracked or broken, and that all windows open, close and lock properly.
- Light fixtures should brighten your list, too. A flip of a switch will determine if fixtures work as they should. Ask if there are any master switches, typically found in living rooms that control an outlet or two.
- Smoke detectors. A must-have for every bedroom and some hallways, check that the alarms are fully functional. Simply press the test button, usually at the center of the detector.
- Drains. Run the water a few minutes. If they don’t drain freely, add that to your “please repair” list.
- Kitchen. With appliances galore, there’s much to explore. Open the oven. Is it spotlessly clean or caked with grease: Do all the burners’ fire? Does the garbage disposal hum when switched on or simply groan with trapped debris?
- Bathroom. Built-ins such as soap dishes and towel racks should be in top shape. Be sure the tub/shower enclosure is clean and not hiding mold in the cracks.
- How’s the appearance of the tile? Tile is expensive to replace, especially in older buildings where the classics are no longer available.
- Jot down how many keys you are given at move-in, including the mailbox key. The number of remote control or security type keys should be noted, too.

Doing a good job of keeping track of the details can save you time, frustration and hopefully your security deposit at move-out.

CLEANING CHECKLIST & INSTRUCTIONS

(Beyond cleaning, this form includes some additional move-out instructions and reminders)

The following guidelines have been provided to assist you in cleaning the home/unit and convey our expectations concerning how the property should be cleaned. Although we certainly hope you enjoy a long tenancy with us, at some point in the future when you do decide to vacate we want you to have the best possible chance at receiving your security deposit back. We expect the property to be clean and ready for a new tenant to move in, when you surrender possession. If you closely follow the guidelines below, chances are very good that you will not experience any cleaning deductions from your security deposit. This list is made available to all of our tenants and may include items that are not present in your home.

✓ Kitchen

○ Refrigerator (Do not turn off or unplug!)

▪ Freezer Compartment

- Wash all trays, racks, and bins with a mild soap rinse.
- Wash all interior surfaces with mild soap and rinse, making sure it is free of hair, crumbs, etc.
- Wash the rubber door seal.
- For ice makers, turn off the dump ice.
- Do not use sharp objects! (You puncture, you purchase).

▪ Refrigerator Compartment

- Remove and wash vegetable, meat and butter bins with mild soap rinse.
- Wash all interior surfaces with mild soap rinse.
- Wash rubber door seal.
- Remove racks and wash with mild soap and rinse.
- Do not use sharp objects!

▪ Exterior Surfaces

- Wash all exterior surfaces including sides and kick plate with grease-cutting soap. Rinse and shine with cleaner.
- Pull out and clean under and behind (May need to move with a dolly or with protective pads under the legs to prevent vinyl from tearing).

- Range Top (flat tops have specific cleaners to use – follow their instructions)
 - Clean the heating elements (eyes) with grease-cutting soap, all the way back to where they plug in. Rinse and let dry completely before reconnecting (do not soak).
 - Replace drip pans with new set (Walmart/Lowes/Home Depot/etc.).
 - Clean control panel and knobs with grease-cutting soap; rinse and shine with window or surface cleaner.
 - For hinged cook tops, lift and thoroughly clean underneath.
 - Clean under non-hinged cook tops while the eyes and pans are out. Use grease cutting soap.
- Oven / Self-Clean or Continuous-Clean Only
 - DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS.
 - Racks may be cleaned by removing from oven and spraying both sides with oven cleaner following their instructions (Do not leave racks in oven for self cleaning).
 - Interior surfaces should be cleaner after activating the self-clean cycle, however there will likely be some areas that did not come clean – SOS pads on these areas – rinse thoroughly.
 - Continuous-clean ovens do not need to be activated.
- Oven / Conventional
 - Spray entire oven including racks with oven cleaner, following their instructions.
 - Rinse thoroughly.
 - Exterior & Bottom Drawer
 - Wash all exterior surfaces including the sides with grease-cutting product – rinse and shine with cleaner.
 - Don't forget the cracks and crevices.
- Free-Standing Ranges
 - Pull from wall and clean sides and back.
 - Clean wall behind and floor underneath.
- Built-in Ranges
 - Pull bottom drawer out to clean underneath.
- Vent-Hood (Turn off fan and light prior cleaning!)
 - Do not touch hot bulb with wet rag!
 - Run filter through dishwasher (May need to be replaced).
 - Degrease interior and exterior.
 - Wall behind the stove and under the vent-hood is usually very greasy – use a degreaser.

- Dishwasher
 - Interior
 - Check bottom trap for food stuff and other items. You may be able to lift the filter and clean underneath.
 - Clean interior by running wash cycle with ½ cup of white vinegar.
 - Wash rubber seal with mild soap and rinse.
 - Wash interior door with mild soap and rinse. Pay special attention to the inside ledge (top of door).
 - Exterior
 - Wash exterior with grease-cutting soap.
 - Don't miss the cracks and crevices on the control panel.
 - Rinse and shine with glass/surface cleaner.
- Microwave Oven
 - Interior
 - Do not use sharp objects!
 - Wash all interior surfaces with mild soap and rinse.
 - Wash rubber door seal.
 - Remove racks and wash with mild soap and rinse.
 - Exterior
 - Wash exterior with a grease-cutting soap.
 - Rinse and shine with glass/surface cleaner.
- Countertops
 - Clean counters with a non-abrasive cleaner to remove stains (don't forget the backsplash or grout if tile).
 - Rinse and shine.
- Cabinets & Drawers
 - Wash exterior with a grease-cutting soap and rinse.
 - Thoroughly wipe out all drawers and shelves (no hairs, crumbs, etc.).
 - Polish exterior with wood polish.
 - Remove any child safety latches.
- Floors (For standard wood and laminate (pergo) wood floors – see wood floor guidelines, below)
 - Wash floor/baseboards with grease-cutting soap, using a hard – bristled brush.
 - Don't forget edges and corners.

- Rinse well.
- Sink & Faucet
 - Scrub sink with Comet/Ajax, rinse and shine all parts with glass/surface cleaner .
 - Use bleach as needed on white porcelain sinks.
 - Run disposal until it runs clear.
 - Replace hot or cold markers if they are missing.
 - Clean faucet and handles with grease-cutting soap; you will need a toothbrush to properly clean around the handles and metal edges; rinse and shine with glass/surface cleaner; pay special attention behind faucet.
- ✓ Bathrooms
 - Bath Tubs
 - Special instructions may be applicable if you have a tub that has been resurfaced.
 - Clean with Softscrub for fiberglass tubs or Scrubbie (3M pad) for porcelain tubs – use bleach to remove stains.
 - Scrub the shower tile/enclosure with Comet/Ajax – rinse well – **run your hand over it to make there is no remaining scum.**
 - Remove hard water stains/lime scale/rust with CLR/Lime Away or similar product.
 - Use bleach or Tilex on grout and caulking (a toothbrush works well here).
 - Clean all sides of faucet spout and shower head – rinse well and shine with glass/surface cleaner.
 - Sinks
 - Follow the same instructions as shown above for bath tubs.
 - Replace Hot or Cold markers if they are missing.
 - Toilets
 - Clean the exterior with a sanitizing cleaner.
 - Clean interior with a sanitizing cleaner, flush and add ½ cup of bleach and flush again.
 - Remove hard water stains/line scale/rust will CLR/Lime Away or similar product.
 - Thoroughly clean around the toilet lid screws and caps.
 - YOU MAY NEED A TOOTHBRUSH AGAIN TO CLEAN THESE AREAS AS WELL AS THE BAST OF THE TOILET.
 - Cabinets
 - Wash exterior with mild soap and rinse.
 - Thoroughly wife out shelves and drawers.

- Polish exterior with wood polish.
 - Mirrors
 - Clean and shine with glass cleaner.
 - Leave no streaks (newspaper/paper towels work well instead of cloth).
 - Floors
 - See separate wood/laminate cleaning instructions, below.
 - Wash floor/base boards with grease-cutting soap, using a hard – bristled brush .
 - Don't forget edges and corners.
 - Rinse well.
- ✓ Common Areas
 - Closets
 - Wipe down all shelves and rods.
 - On sliding doors, clean tracks thoroughly.
 - If doors are louvers, clean louvers inside and out.
 - Leave no loose debris or dust.
 - Light Fixtures & Related
 - Wash all globes/covers inside and out with grease-cutting soap – rinse and shine with glass cleaner.
 - Thoroughly clean all switch plate covers and outlet plates – if they are cracked or broken, replace them.
 - Wipe top and bottoms of all blades, chains, light covers and trim on ceiling fans.
 - Don't forget exterior lights by front and back doors and garage.
 - Fireplaces
 - Sweep out all ashes (only when completely cool) – clean fireplace utensils and wipe down the hearth and mantel.
 - Clean glass and screens with glass cleaner – if heavily soiled, steel wool may be required.
 - Chimney cleaning must be done by a professional and is required. We will order this after move-out, or you may provide a receipt when keys are returned.
 - Heaters/Vents & Related
 - Electric Heat/Hot Water Heat: Wipe down baseboards and/or radiators with soap and water.
 - Forced air heat: Remove all vents, soak in warm, soapy water, and rinse; vacuum the heat duct (hole) then replace.

- Wipe all sides of thermostat, and replace batteries if needed.
- Clean cold air returns; usually, soap and water and toothbrush do the trick.
- Windows & Window Treatments
 - Thoroughly wash all mini-blinds/verticals – we prefer you call a professional blind cleaning company on one to avoid damage from taking down the blinds; when clean, you should be able to run your finger all the way across and get a clean sweep.
 - If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is up to you to have them cleaned or replace with equal quality and color.
 - Clean and shine all interior and exterior sides of windows and their tracks including walls and trim around windows.
 - Clean interior and exterior of sliding glass door and tracks and front and rear storm doors.
 - Wash all window ledges and polish with wood polish, if applicable.
- Screens
 - All screens must be in place and undamaged.
 - Note: This has become almost a typical charge from security deposits. If they are damaged, it is in your best interest to have them repaired prior to vacating the property. Handymen glass companies such as City Glass will repair screens or build new ones at nominal cost.
- Doors (Including louvered doors)
 - Wash all doors, both sides, including entry doors to house and garage (not the overhead door) with a mild soap, with special attention to the areas near the door knobs; rinse and shine with wood polish if applicable.
 - Clean all thresholds, knobs, latches, chains and locks.
 - Spray overhead door with hose and apply soap and water as needed.
- Woodwork
 - Wash all woodwork; mantel, banisters, railings and baseboards with grease-cutting soap.
 - Rinse and polish with wood polish.
- Chrome
 - Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel holders, etc. with glass cleaner or chrome cleaner.
 - No streaks should be visible.
- Lights

- Replace any burned out bulbs including appliance bulbs; be careful not to damage fixtures, and lens covers; replace bulbs with correct size and wattage.
- Walls
 - Wipe down all walls, paying special attention to the kitchen area.
 - Remove all cobwebs throughout.
 - Fill nail holes and touch up paint to return walls to pre-tenancy condition. Touch-up paint must match color and gloss type. If you do not know how to do this, hire a handyman. You may be charged for improper repairs.
 - Re-glue any wallpaper coming up with wallpaper glue only.
 - Wipe down doorbell chime box.
- Doorstops
 - Replace all missing or damaged doorstops.
 - Repair damage done to wall due to missing or damaged doorstops – if you do not know how, hire a handyman – you will be charged for improper repairs.
- Carpets
 - Thoroughly vacuum throughout including edges.
 - Do not try to remove stains yourself or use a product that has a bleach or Oxyclean base.
 - Remember, we will have carpets professionally cleaned at your expense.
 - Note: IF YOU USE ANOTHER CARPET CLEANING COMPANY, IT MUST BE A TRUCK-MOUNTED SYSTEM – All carpets must be professionally cleaned. If the job doesn't meet our standards, you may be charged again. If a receipt is not provided to our office at the time possession is returned, you may be charged for the service again.
- Wood Floors
 - All floors with a urethane finish should never be waxed and require cleaners that won't leave a film or residue.
 - A hardwood floor cleaner is useful in removing occasional scuffs or heel marks. Merely spray some cleaner on a cloth and lightly rub the stained area. Sticky spots can be cleaned with a damp towel or sponge.
 - Do not use ammonia cleaners or oil soaps on a wood floor, as they will dull the finish and performance of your floor. These products will also affect the ability to recoat your floor later.

- Since wood naturally expands when it is wet, never wet mop or use excessive water to clean your floor. Large amounts of water can cause the wood to swell and may cause your floor to crack or splinter.
- Being a natural product, hardwood will expand and contract due to moisture level changes. Minimize water exposure to hardwood floors and clean up spills as soon as they happen.
- **Doormats and rugs** - At each and every entry point, place a doormat or area rug. These items will collect dust, mud and dirt and prevent them from acting as sandpaper and damaging the delicate surface of the floor. Make sure that the mats are not rubber-backed or non-ventilated types. Shake the mats often to remove all the accumulated dirt.
- **Brooms and vacuum cleaner** - Buy a soft bristle broom to mop up the floor covering. Use the vacuum cleaner to remove dust from areas that are hard to reach like the regions between the planks. Use mild soap solution to finally clean the floor.
- Do: Place Protector pads on ALL furniture legs on wood floor
- Do: Place walk off mats and area rugs in high traffic areas (make sure they stay dry and are cleaned underneath often)
- Do: Perform routine maintenance as recommended by manufacturer, this should include sweeping, vacuuming (with a soft brush attachment) and/or dust mopping to remove dirt and grit. Keep this as a regularly scheduled event, and stick to it. Always perform this process before and after a major event that involves a high volume of traffic on the floor.
- Do: Use the proper cleaning pad with the manufacturer recommended cleaning solution. The pad should be slightly damp and well rung out. Make sure ALWAYS to use a clean pad/cloth each time you start the cleaning process. These pads can be washed after excessive buildup.
- Do: Keep high heel shoes in good repair, as well as keeping your pets nails trimmed on a regular basis
- Do Not: Use WET mops
- Do Not: Use ammonia
- Do Not: Use dust cleaners
- Do Not: Track dirt, clean immediately
- Do Not: Use other floor cleaning products
- Do Not: Wax a urethane finish- **NEVER !**

Three simple steps:

1. Vacuum 2. Spray the proper cleaning solution 3. Clean with proper mop

- ✓ Unfinished Basements
 - Sweep and clean as needed.
 - Don't forget light fixtures, windows, cobwebs, etc.
- ✓ Utility Room & Laundry Room
 - Clean interior and exterior of washer, dryer and clean dryer filter.
 - All other cleaning regarding floors, windows, lights, etc. apply as described above.
- ✓ Garage/Driveway
 - Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry detergent, and let set for two hours. Try to scrub with an old broom (If oil stains caused by you are in the garage or driveway, you may want to hire a handyman to use an acid-based cleaner and power washer). We do not expect you to remove all stains from the concrete, but at minimum, the residue.
 - Don't forget windows and cobwebs.
 - Don't remove items that go with the house, i.e. paint, etc.
- ✓ Patio & Deck
 - Sweep patio and/or deck.
 - Remove any grease that might have spilled with de-greaser.
 - Remove all outdoor furniture, pots, and BBQ grills if they belong to you.
- ✓ Yard
 - Day of vacating: The yard must be freshly mowed and raked and free of pet feces, shrubs neatly trimmed, and flower beds and rocked areas must be weeded and ground policed for trash.
 - Winter: Walks and driveway shoveled and free of snow and ice and pet feces removed.
 - Window wells free of trash and debris.
 - Hoses disconnected from spigots (If they belong to the house, they must be neatly coiled).
- ✓ General Notes
 - Have the batteries been replaced in the smoke/CO detectors?
 - Did you leave the carbon monoxide detector(s) in place?
 - Are all personal items removed from the property? Examples: hangers, toilet paper, cleaning supplies, magnets, pennies, etcetera.

- If applicable, has the furnace filter been changed/cleaned?
- Are the water supplies to the washing machine ALL THE WAY OFF?
- In the summer, never turn the sprinkler system off.
- In the winter, never turn the thermostat all the way down or turn the system off. It must be set to 60 degrees.
- In the winter, all outside hoses must be disconnected from silcocks/spigots.

Please follow these guidelines carefully. Dorman Management is billed around \$40.00 or more per hour plus supplies for maintenance and cleaning. Therefore, that cracked switch plate, furnace filter etc. that might cost you \$1.00 to replace will be charged to you at the cost of labor (including drive time) and material. We use the above as our guideline for the final move-out inspection of your property.

PROPERTY CONDITION REPORT

Property Address: _____

Tenant's Name(s): _____

This report is due to Dorman Management Inc. within 10 days from the first day of your lease. Failure to return this report by the due date will cause Tenant(s) to be responsible for all damages to the property. All parties on the lease are required to sign this report.

The purpose of this form is for you to identify any pre-existing damage upon move-in that you do not want to be held accountable for at move-out. Unless there is something written in this report all items are assumed to be in place, clean, fully operational and without defect; writing 'E' or 'excellent', 'G' or 'good', 'ok', or simply placing a check mark would indicate the same. Any damage after move-in (beyond normal wear and tear) will be repaired/replaced at the Tenant(s) expense. We strongly encourage Tenant(s) to conduct a thorough inspection and note any damaged or missing items.

Make sure to describe the location of the rooms to avoid confusion. We also encourage you to take pictures of each area and of any noted deficiencies.

This form is not a repair request. You must submit all requests for repairs separately in accordance with your Lease. Please be sure to keep a copy for your records and attach pages if necessary.

FOR OFFICE/INTERNAL USE

TNT MI RPT X _____ ADMIN CONFIRMATION • Report received from tenant on ____/____/____.

MOVE-IN NOTES

Date of Report: ___/___/___

MOVE-OUT NOTES

Date of Report: ___/___/___

ACCESS

PROVIDED AT MOVE-IN

RETURNED AT MOVE-OUT

Door Keys _____

Garage Door Remotes _____

Other Keys _____ Type: _____

_____ Type: _____

ALL

General Notes

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EXTERIOR

Front Lawn

_____	_____
_____	_____

Back Lawn

_____	_____
_____	_____

Fences/Gates

_____	_____
_____	_____

Other

_____	_____
_____	_____

Propane Tank Level

GARAGE

Overhead Door

_____	_____
_____	_____

Entry Door

_____	_____
_____	_____

Floor

_____	_____
_____	_____

Other

LIVING ROOM

LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

DINING ROOM

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

KITCHEN

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

FAMILY ROOM

LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

HALLS

Walls & Ceiling

Flooring

Other

MASTER BEDROOM

① LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

MASTER BATHROOM

① LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

BEDROOM

② LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

BEDROOM

③ LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

BEDROOM

④ LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

BATHROOM

② LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

BATHROOM

③ LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

LAUNDRY ROOM

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

UTILITY ROOM

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

OTHER

LOCATION: _____

Walls & Ceiling

Flooring

Windows/Screens

Blinds/Drapes

Other

APPLIANCES ON SITE

BRAND

COLOR

- Refrigerator _____
- Range Oven/Stove _____
- Dishwasher _____
- Microwave _____
- Range Hood _____
- Disposal _____
- Washer _____
- Dryer _____

- White Black Stainless Almond Bisque
- White Black Other: _____
- White Black Other: _____

OTHER PROPERTY INVENTORY NOTES

QUALITY CONTROL

There is at least one working smoke detector on each level of the home.

Yes & Photo(s) taken No • Explain: _____

There are working CO detectors within 15 feet of any/all bedroom doors.

Yes & Photo(s) taken No • Explain: _____

All light-fixtures are functioning properly with working bulbs:

Yes No • Explain: _____

All plumbing is running and draining properly:

Yes No • Explain: _____

All appliances appear to be functioning properly:

Yes No • Explain: _____

Main Water Valve turned off? (FOR OFFICE/INTERNAL USE)

Yes No • Sprinkler System Active No • N/A - Apartment Complex No • Explain: _____

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

X _____ Date ___/___/___

Tenant

X _____ Date ___/___/___

Agent

POST OFFICE INFO

(El Paso County)

(Click Ctrl + F to search zip codes)

Main Post Office
201 E Pikes Peak Ave
80903

West End Station
204 S 25th Street
80904

Post Office Station—West-End
2410 Robinson Street
80904

Cheyenne Mtn. Station
1540 S 8th Street
80905

Star Ranch Station
3637 Star Ranch Road
80906

Post Office Station
220 Ravenglass Way
80906

Stargate Astronomy-Contract
Station
124 E. Cheyenne Mtn. Blvd.
80906

North End Station
2940 Prospect Street
80907

Black Forest Station
11425 Black Forest Rd, Ste 4

80908

Antares Station
2641 E Uintah Street
80909

General Mail Facility
3655 E Fountain Blvd.
80910

Templeton Station
4356 Kittery Drive
80911

Address/Zip
Security Branch
5755 Kittery Drive
80911

Fort Carson Station
1611 McDonald St.
80913

Specpro—Contract Station
360 W Otis Street
80914

Cimarron Hills Branch
5925 E Galley Road
80915

Austin Bluffs Station
4810 Old Farm Dr, #110
80917

Guardian Angel—Contract
Station
5020 N. Academy Blvd.
80918

N. Academy Station
6946 N Academy Blvd
80918

Rockrimmon Stations
5001 Centennial
6628 Delmonico Dr, Ste A
80919

Copy It—Contract Station
7820 N Academy Blvd
80920

Briargate Station
8585 Criterion Drive
80920

Post Office Station
3526 Hartsel Drive
80920

Albertson Plaza
3472 Research Pkwy
80920

Post Office Station
3741 Bloomington Street
80922

USAFA (cadet Boxes)
2360 Vandenberg Dr, Ste 3C24
80840

Naturally Unique-Contract Stat
12225 Voyage Pkwy, Ste 4
80921

Post Office Station
3741 Bloomington Street
80922

US Air Force Academy
5136 Community Center Drive
80840

Calhan Post Office
450 Colorado Ave.
80808

Cascade Post Office
8006 Ute Pass Ave.
80809

North Pole Station—Cascade
5050 Pikes Peak Hwy
80809

Fountain Post Office
101 S. Santa Fe Ave.
80817

Green Mtn. Falls Post Office
10560 Ute Pass Ave.
80819

Lake George Post Office
37370 U.S. Hwy 24
80827

Manitou Springs Post Office
307 Cannon Avenue
80829

Peyton Post Office
7495 McLaughlin, #100
80831

Monument Post Office
15954 Jackson Creek Pkwy
80132

Monument Post Office
545 3rd Street
80132

COMMUNITY INFO*(El Paso County)***Services**

Humane Society	444-8437
Dream Power Rescue	390-7838
9 Lives Rescue	591-4640
Teller County Shelter	686-7707

Business

Colo Spgs Chamber of Commerce	635-1551
WdInd Pk Chamber of Commerce	687-9885
Colorado Springs Tourism	635-7506

Crime Prevention

CO Springs Police	444-7000
Gold Hill (West)	385-2117
Sand Creek (SE)	444-7276
Stetson Hills (NE)	444-3168
Fountain Police	382-8555
Security Police	390-5555
Crime Stoppers	634-7867
El Paso County Sheriff	520-7204
Falcon Police	444-7246

Community Services

American Red Cross	632-3563
Motor Vehicle Division	520-6240
Mountain Metro Transit	385-7433
Gazette Newspaper	636-0306
Main Post Office	800-275-8777

Health/Hospitals

Memorial Hospital	475-5000
Memorial Hospital/Briargate	364-2400
Penrose Main & St. Francis	776-5000
El Paso County Health Department	578-3199

Fire Departments

Colorado Springs	385-5950
Cripple Creek	719-689-0240
Falcon	495-4050
Fountain	382-7800
Peyton	749-2255
Security	392-3271

Air Force Academy	333-4055
Fort Carson	526-3803
Peterson AFB	556-7321

School Districts

District 2 – Harrison	579-2000
District 3 – Widefield	391-3000
District 8 – Fountain	382-1300
District 11 – Colo. Spgs.	520-2000
District 12 – Cheyenne Mtn.	475-6103
District 14 – Manitou Springs	685-2024
District 20 – Air Academy	260-0604
District 23 – Peyton	749-2330
District 38 – Monument	488-4700
District 49 – Falcon	495-1100
District RE2 – Woodland Pk	687-6048

Utilities

Colorado Springs utilities	448-4800
CO/Gas Hotline	520-0100
Qwest Phone Service	800-244-1111
Security Water	392-3475
Fountain Utilities	322-2010/11
Widefield Water & Sanitation	390-7111
Black Hills Energy	888-890-5554
Mountain View Electric	495-2283
Academy Water & Sanitation	481-0711
Donala Water (Gleneagle)	488-3603
Cherokee Water/Cimm. Hills	597-5080
Manitou Springs Water	685-5757
Meridian Service Metro Dist	303-381-4960
Woodmoor Water	488-2525
Comcast	800-266-2278
Direct TV	473-1826
Dish Network	866-865-7812

Trash Removal

Bestway Disposal	633-8709
Waste Management	888-964-9740
Tri Lakes Disposal	495-8652
(Blk Forest/Falcon-Peyton)	495-8652

COMMUNITY & POST OFFICE INFO

(Teller County)

Utility Companies:	Colorado Springs Utilities (Electricity/Water, El Paso County).....	719-448-4800
	IREA – Electric Company (800 N. Hwy 67, Woodland Park).....	719-687-9277
	Colorado Natural Gas.....	1-800-720-8193
	Black Hills Energy.....	1-800-890-5554
Propane Companies:	Amerigas.....	719-633-7791
	Ferrell Gas.....	719-748-3938
	Margas Propane.....	719-687-3394
	Glaser Gas.....	719-687-1180
	Suburban.....	1-800-776-7263
Water Companies:	City of Woodland Park (220 W. South Ave. @ City Hall).....	719-686-9680
	City of Cripple Creek.....	719-689-3588
	Teller County Water.....	719-687-0761
	Highland Lakes – Mary.....	719-687-7937
	Victor Utilities.....	719-689-2284
	Westwood Lakes.....	719-687-9790
	Woodland West – Mike Gregory.....	719-687-3765
	Sierra Water Hauling.....	719-687-8113
	Gold Rush Water Hauling.....	719-748-0366
Trash Companies:	Woodland Trash.....	719-687-9603
	WLM Waste Division.....	719-687-6686
	Teller County Waste.....	719-687-7517
	Trash Taxi.....	719-244-2194
Phone/Cable/Internet:	Century Link.....	1-800-924-2877
	U S Cable (Woodland Park – 400 N. Hwy 67).....	1-800-480-7020
Post Offices:	Cascade/Chipita Park.....	719-684-2146
	Cripple Creek.....	719-689-2423
	Divide.....	719-687-2885
	Florissant.....	719-748-3891
	Green Mountain Falls.....	719-684-9185
	Woodland Park (900 Tamarac Parkway).....	719-686-0240
	Woodland Park (300 W. South Ave.).....	719-687-6179

Simple Steps To Protect Your Family From Lead Hazards

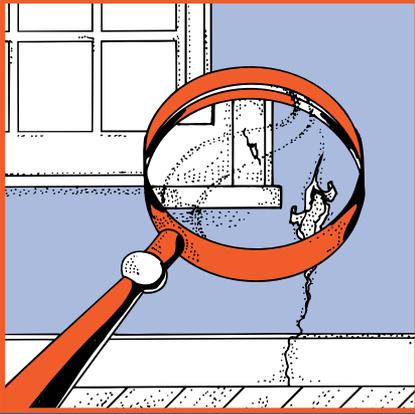
If you think your home has high levels of lead:

- ◆ 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.



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Protect Your Family From Lead In Your Home



 **EPA** United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

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

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

People can get lead in their body if they:

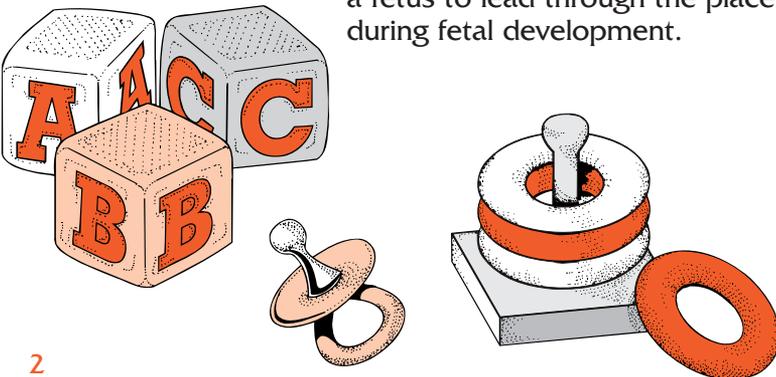
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

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.

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.



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:

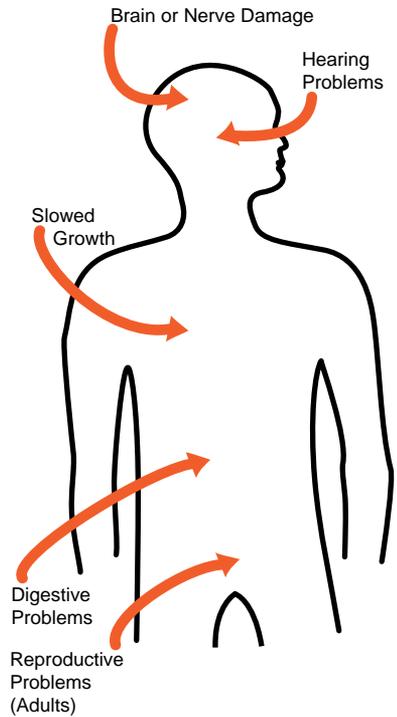
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

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.**

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.

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.

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.

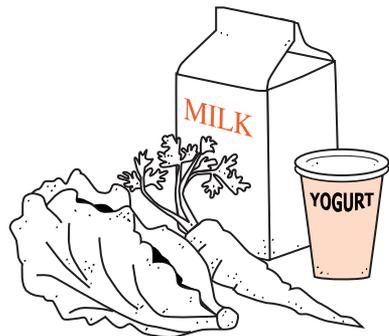
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

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.

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.



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.



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.

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.

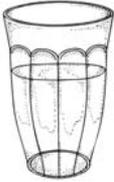
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



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



- ◆ **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.

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/**.

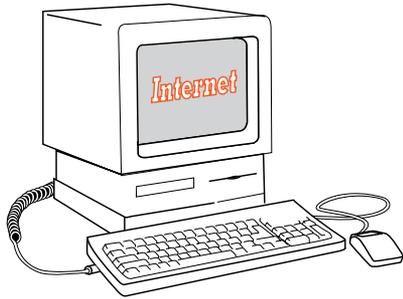


EPA's Safe Drinking Water Hotline

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.

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-8J)
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

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

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

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