

BASIC INSPECTION INFORMATION

1.	Inspection Date / Time:	2.	ICIS #:	
3.	Inspector Name:			
4.	Name & Address of Facility / Company:			
5.	Type of Facility:	☐ residence ☐ office ☐ other _____		
6.		Description/Name:		
Street Address:				
City/State/Zip:				
7.	Mailing Address of Facility:	Point of Contact:		
Telephone Number:				
Company Name:				
Street Address:				
City/State/Zip:				
8.	Owner:	Name:		
Address:				
City/State/Zip:				
9.	Person(s) interviewed during inspection:			
	Name & Title:	Employer:	Contact Information:	

Facility Name:	Inspection Date:
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10.	On _____ at approximately _____ ☐ a.m. ☐ p.m. I, _____ arrived at _____. Upon arrival, I was greeted by _____. I introduced myself, presented my credentials, and provided my business card. I explained that the purpose of my visit was to conduct an audit of files to determine the level of compliance with the Lead-Based Paint Disclosure Rule. I explained that after asking for some general business information, I would review a number of target housing rental agreements and associated disclosure forms according to the following table: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">number of units</td> <td style="text-align: center;">1 - 60</td> <td style="text-align: center;">61-100</td> <td style="text-align: center;">Over 100</td> </tr> <tr> <td style="text-align: center;">files to audit</td> <td style="text-align: center;">6</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">10 or more</td> </tr> </table> <i>(Sampling could increase for very large or complex properties.)</i> I asked Mr. /Ms. _____ if he/she was the person who handled the transactions with the tenants and if all the leases were filed at this location or if the disclosure forms could be elsewhere. I explained that at the conclusion of the inspection, I would conduct a closing conference with him/her at which I would review any potential violations observed, explain how to avoid them in the future, and provide compliance assistance materials. I examined the lead-based paint disclosure form, or the lease containing lead-based paint disclosure information that the facility uses: ☐ Yes ☐ No ☐ Sample attached at _____. I examined a sample of the lead hazard information pamphlet that the facility provides to lessees. The sample provided...is ☐ is not ☐ EPA-approved. ☐ Sample attached at _____.	number of units	1 - 60	61-100	Over 100	files to audit	6	10%	10 or more
number of units	1 - 60	61-100	Over 100						
files to audit	6	10%	10 or more						

GENERAL BUSINESS INFORMATION

11.	☐ owns ☐ manages residential rental dwelling units.	
	at the inspection location	total
	Number of different properties:	
	Number of property owners represented:	
	Number of target housing units:	
	Number of HUD/Section 8/assisted units:	
	Number of studio apartments:	

Facility Name:						Inspection Date:					
Target Housing Rental Transactions Reviewed <i>information is recorded based on the date of the inspection</i>											
12.1	Address of unit:										
	Name(s) of Lessee(s):										
	# tenants age 0-5 yrs:				# tenants 6-18 yrs:				# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal				Building type: ☐ Single Family ☐ Multi Family				# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____										
	Date Lease signed by Lessee: _____ by Lessor/Agent: _____							Agent Name			
	Date Disclosure Form signed by Lessee: _____ by Lessor/Agent: _____										
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐										
	Copies of documents collected: (included at Attachment E-1)				☐ lease/rental agreement ☐ lead information pamphlet				☐ disclosure form ☐ other		
Comments:											
12.2	Address of unit:										
	Name(s) of Lessee(s):										
	# tenants age 0-5 yrs:				# tenants 6-18 yrs:				# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal				Building type: ☐ Single Family ☐ Multi Family				# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____										
	Date Lease signed by Lessee: _____ by Lessor/Agent: _____							Agent Name			
	Date Disclosure Form signed by Lessee: _____ by Lessor/Agent: _____										
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐										
	Copies of documents collected: (included at Attachment E-1)				☐ lease/rental agreement ☐ lead information pamphlet				☐ disclosure form ☐ other		
Comments:											
12.3	Address of unit:										
	Name(s) of Lessee(s):										
	# tenants age 0-5 yrs:				# tenants 6-18 yrs:				# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal				Building type: ☐ Single Family ☐ Multi Family				# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____										
	Date Lease signed by Lessee: _____ by Lessor/Agent: _____							Agent Name			
	Date Disclosure Form signed by Lessee: _____ by Lessor/Agent: _____										
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐										
	Copies of documents collected: (included at Attachment E-1)				☐ lease/rental agreement ☐ lead information pamphlet				☐ disclosure form ☐ other		
Comments:											

Facility Name:				Inspection Date:			
Target Housing Rental Transactions Reviewed							
12.4	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: to:						
	Date Lease signed by Lessee: by Lessor/Agent:				Agent Name		
	Date Disclosure Form signed by Lessee: by Lessor/Agent:						
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							
12.5	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: to:						
	Date Lease signed by Lessee: by Lessor/Agent:				Agent Name		
	Date Disclosure Form signed by Lessee: by Lessor/Agent:						
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							
12.6	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: to:						
	Date Lease signed by Lessee: by Lessor/Agent:				Agent Name		
	Date Disclosure Form signed by Lessee: by Lessor/Agent:						
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							

Facility Name:				Inspection Date:			
Target Housing Rental Transactions Reviewed							
12.7	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____						
	Date Lease signed by Lessee: _____				by Lessor/Agent: _____		Agent Name
	Date Disclosure Form signed by Lessee: _____				by Lessor/Agent: _____		
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							
12.8	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____						
	Date Lease signed by Lessee: _____				by Lessor/Agent: _____		Agent Name
	Date Disclosure Form signed by Lessee: _____				by Lessor/Agent: _____		
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							
12.9	Address of unit:						
	Name(s) of Lessee(s):						
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:		
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:		
	Lease Term/Occupancy Dates: From: _____ to: _____						
	Date Lease signed by Lessee: _____				by Lessor/Agent: _____		Agent Name
	Date Disclosure Form signed by Lessee: _____				by Lessor/Agent: _____		
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐						
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other		
Comments:							

Facility Name:			Inspection Date:		
Target Housing Rental Transactions Reviewed					
12.10	Address of unit:				
	Name(s) of Lessee(s):				
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:
	Lease Term/Occupancy Dates: From: _____ to: _____				
	Date Lease signed by Lessee: _____			by Lessor/Agent: _____	
	Date Disclosure Form signed by Lessee: _____			by Lessor/Agent: _____	
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐				
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other
	Comments:				
12.11	Address of unit:				
	Name(s) of Lessee(s):				
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:
	Lease Term/Occupancy Dates: From: _____ to: _____				
	Date Lease signed by Lessee: _____			by Lessor/Agent: _____	
	Date Disclosure Form signed by Lessee: _____			by Lessor/Agent: _____	
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐				
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other
	Comments:				
12.12	Address of unit:				
	Name(s) of Lessee(s):				
	# tenants age 0-5 yrs:		# tenants 6-18 yrs:		# pregnant tenants:
	Type of lease: ☐ initial ☐ renewal		Building type: ☐ Single Family ☐ Multi Family		# of bedrooms:
	Lease Term/Occupancy Dates: From: _____ to: _____				
	Date Lease signed by Lessee: _____			by Lessor/Agent: _____	
	Date Disclosure Form signed by Lessee: _____			by Lessor/Agent: _____	
	Lessee acknowledged receipt of Lead Information pamphlet: Yes ☐ No ☐ No line/box available ☐				
	Copies of documents collected: (included at Attachment E-1)		☐ lease/rental agreement ☐ lead information pamphlet		☐ disclosure form ☐ other
	Comments:				

Facility Name:		Inspection Date:	
COMPLIANCE ASSISTANCE			
13.	I provided the appropriate compliance assistance information pertaining to the Lead-Based Paint Disclosure Rule §1018 and the Pre-Renovation Education (PRE) Rule §406(b). I explained the materials and made sure it was understood.		
14.	I provided the appropriate compliance assistance information pertaining to the Renovation, Repair, and Painting (RRP) Rule §402(c). I explained the materials and made sure it was understood.		
CLOSING CONFERENCE			
15.	At the closing conference, I reviewed the potential violations observed, and explained how to correct them. I also explained that there could be changes, pending further review by EPA Regional Office staff. I explained that as the inspector, I collected information and evidence, but would not be making a final determination with regard to compliance and/or enforcement		
	This completed the inspection and I left the premises at		
SUMMARY / COMMENTS (explanations, corrections and clarifications – refer to preceding sections)			

REPORT REVIEWED BY	
<i>Reviewer signature:</i>	<i>Date:</i>
<i>Print Name & Title of Reviewer:</i>	