



Burlington Lead Program  
PO Box 441  
Winooski, VT 05404  
802.865.5323 (LEAD)

### **What to Expect from the Burlington Lead Program for Landlords**

The Burlington Lead Program (BLP) has a successful history of effectively addressing lead-based paint hazards in residential properties in Burlington and Winooski. Lead hazard reduction projects create lead-safe and healthy housing units. The full process typically takes 6 months from start to finish and we need your cooperation and the cooperation of your tenants for a successful project. This list details what you can expect during the project:

1. After you submit your Property Owner Application, we will be in contact with your tenants to verify that they are income-eligible for the program (occupants' total household income must be below 80% of the area median income level for their household size). We ask that you initially contact your tenants to let them know that you have enrolled your property into our program so they are aware why we are contacting them (a template message for your tenants can be found on our website under the 'How to Qualify' tab). If there is any tenant turnover while we are collecting tenant documentation, please contact us as soon as possible. We ask that property owners include our income-verification documentation alongside new leases for a faster qualification process.
2. You will then be contacted by the BLP environmental testing consultant - ATC. The consultant will test all painted and stained surfaces at the property and will need access to the interior of all enrolled units and common spaces and the full exterior. You and your tenants do not need to be present for testing; you can make arrangements with BLP to access the units. Testing is thorough and may take up to 4 hours per unit.
3. You and your tenants will be sent a copy of the testing report and a report titled "Hazards of Immediate Concern" within 1-2 months of the initial testing. The testing report details where lead paint is and is not found in the building. This report also includes results of dust-wipe samples. The "Hazards" report sums up these findings to explain areas of concern in their apartments and how to keep their families lead safe prior to the lead hazard reduction work.
4. A BLP project manager will contact you to set up a second site visit to complete the risk assessment of the property. The project manager will need to enter each enrolled unit and any common areas to check the testing report and to begin formulating a scope of work for the lead hazard reduction project. This visit takes about one hour per unit.
5. After the scope of work has been written, you will receive a copy and the project manager will explain the project proposed for your property.
6. A bid walk-through with BLP certified contractors will be scheduled (again, we will need to enter each apartment). This visit will take about ½ hour per unit.
7. Once the contractor is selected, you will meet with your project manager to sign legal documents. You will be required to sign a Grant & Loan Agreement, Promissory Note, Mortgage Deed, Construction Contract, Property Owner Work Plan, Loan Disclosure and a

Notice for the Right to Cancel. The mortgage deed will be recorded in the land records and a lien will be placed on the property. This is important to remember when selling or refinancing your property, as a subordination or mortgage discharge will have to be completed. Remember you are able to earn 100% forgiveness on all funds used to reduce lead at your property.

8. After the contract is awarded, the contractor will need to visit (inside) each apartment again to measure windows (if we are doing any window replacements). This visit will take about ½ hour per unit.
9. All windows are custom made and take between 6 to 10 weeks to be manufactured. After the windows are delivered the contractor will be able to begin work inside the apartments. The project manager and the contractor will schedule project start dates with your tenants for each unit.
10. The BLP relocation specialist will contact your tenants to discuss temporary relocation options, including free use of a furnished apartment in the South End or a monetary stipend if they have somewhere else to stay. Your tenants will have to leave their apartments for approximately two weeks for their own safety while the lead hazard work is being done.
11. The project manager will schedule a unit preparation or packing visit with your tenants approximately two weeks before the work in their unit starts. They will need to take down curtains, blinds and any personal items on their walls. Typically they will be asked to move their belongings to the center of each room. If the moving process is more demanding (i.e. if flooring is being replaced), we have the ability to hire movers and rent on-site storage containers.
12. Tenants will relocate the day before the lead hazard reduction work in their apartment begins. You and your tenants will need to stay completely out of the apartment while the work is being done (the whole two weeks for each unit). Only certified lead workers are allowed to enter abatement projects. The apartment will be tested for lead dust after the work is complete to ensure it is safe to return. Lead program staff will let your tenants know when it is safe for them to move back.
13. BLP primes interior components but does not complete finish painting on the interior of units. As the property owner, you will be responsible to complete this portion of the work. Exterior components are fully painted.

Please call us at **802-865-LEAD (5323)** with any questions or concerns.