



Burlington Lead  
Program  
149 Church Street, Rm 32  
Burlington, VT 05401

## **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 for a successful project. This list details what you can expect during the project:

1. If there is any tenant turnover while we are in the enrollment process, 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 BLP's environmental testing consultant to schedule a site visit to test all painted and stained surfaces at the property. They will need access to the interior of all enrolled units, common spaces and the full exterior. For the testing to occur, BLP will need access to the units, however 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 about immediate hazards of concern. 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 report about hazards 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 verify 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. If there are window replacements, after the windows are delivered the contractor will be able to begin work inside your home. The BLP project manager and the contractor will schedule a start date with you for when the project will begin.
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, depending on the scope of work for the project, 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 unit begins. You and your tenants will need to stay completely out of the apartment while the work is being done. 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 or email [blp@burlingtonvt.gov](mailto:blp@burlingtonvt.gov) with any questions or concerns.