



**SEND COMPLETED FORM TO:**  
 DHCA, Licensing & Registration Unit  
 100 Maryland Avenue, 4<sup>th</sup> Floor, Rockville, MD 20850  
 Fax: 240-777-3699 or Email: LicReg.Intake@montgomerycountymd.gov

## 2016 ANNUAL LEAD POISONING PREVENTION CHECKLIST

LICENSE # \_\_\_\_\_ RENTAL PROPERTY ADDRESS \_\_\_\_\_  
*Required*

*This form must be filled out annually or rental license will not be renewed.  
 Do Not Send Fees or Maryland Department of Environment Registration Application*  
**DUE DATE: MARCH 21, 2016**

**Maryland State law requires that all owners of residential rental property built before January 1, 1978 comply with the State Lead Poisoning Prevention requirements by providing proof of registration and a copy of the Lead Paint Certificate when applicable.**

- **PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING THIS FORM**
- **Further information regarding Lead Poisoning Prevention and compliance** may be obtained through the Maryland Department of the Environment (MDE) by email at [MDE.LeadReg@Maryland.gov](mailto:MDE.LeadReg@Maryland.gov) or by telephone at 800-633-6101 or 410-537-4199.
- **Questions regarding the Annual Lead Poisoning Prevention Checklist** should be directed to the Department of Housing and Community Affairs, Licensing and Registration Unit by email at [LicReg.Intake@montgomerycountymd.gov](mailto:LicReg.Intake@montgomerycountymd.gov) or by telephone at 240-777-0311.

1. **What is the current Maryland Department of Environment (MDE) registration/tracking number?#**

\_\_\_\_\_ (Seven Digits including leading 0)

2. **When did the current tenant move in?** Date \_\_\_/\_\_\_/\_\_\_\_\_ (mm/dd/yyyy)

3. **Enclose a photocopy of the Lead Paint Inspection Certificate for current tenant.**

4. **What type of Lead Paint Inspection Certificate was received?**

Lead Free \_\_\_\_ Limited Lead Free \_\_\_\_ Full Risk Reduction \_\_\_\_ Modified Risk Reduction \_\_\_\_ Lead Safe \_\_\_\_

5. **Date of last Lead Paint Inspection for the rental property?** Date \_\_\_/\_\_\_/\_\_\_\_\_ (mm/dd/yyyy)

Thank you for completing the Annual Lead Poisoning Prevention Checklist

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/legal agent contract information that I must notify the Department of Housing and Community Affairs, Licensing and Registration Unit within 10 days of the change.

**X** \_\_\_\_\_  
**Authorized Signature** (required) \_\_\_\_\_  
**Date**

Print Name of Person Signing \_\_\_\_\_

**OWNER CHECKLIST (All sections have been completed):**

<input type="checkbox"/> MDE Registration/Tracking Number provided	<input type="checkbox"/> Type of Lead Paint Inspection Certificate
<input type="checkbox"/> Date Current Tenant moved in	<input type="checkbox"/> Date of last Lead Paint Inspection
<input type="checkbox"/> Enclosed Photocopy of Lead Paint Certificate(s)	<input type="checkbox"/> Signed and Dated the Checklist

# 2016 Annual Lead Poisoning Prevention Checklist Instructions

## Question 1: What is the current Maryland Department of Environment (MDE) registration/tracking number?

The registration/tracking number is provided when you register with the Maryland Department of Environment (MDE). If you do not have an MDE registration/tracking number please contact The Maryland Department of Environment by email [MDE.LeadReg@maryland.gov](mailto:MDE.LeadReg@maryland.gov) or by telephone at 800-633-6101 or 410-537-4199. Please contact MDE for their Lead Paint registration fee schedule. All Lead Paint registration fees should be directed to the Maryland Department of Environment.

## Question 2: When did the current tenant move in?

Enter the date that the current tenant moved into the rental unit.

## Question 3: Enclose a photocopy of Lead Paint Inspection Certificate for current tenant

A photocopy of the Lead Paint Inspection Certificate (\*) for the current tenant must be submitted with the Annual Lead Poisoning Prevention Checklist.

## Question 4: What type of Lead Paint Inspection Certificate was received?

Inspection Categories	
Lead Free	One Time Only
Limited Lead Free	Required two years from date of last inspection (Outside Only)
Full Risk Reduction	When there is a change in tenancy <ul style="list-style-type: none"><li>Dust Inspection</li></ul>
Modified Risk Reduction	When there is a change in tenancy <ul style="list-style-type: none"><li>Visual and Dust Inspection</li></ul>
Lead Safe	When there is a change in tenancy <ul style="list-style-type: none"><li>Dust Inspection OR Dust and Visual Inspection <b>And</b> verification that windows are lead free or have been treated so friction surfaces are lead free</li></ul>

## Question 5: Date of last Lead Paint Inspection for the rental property?

Enter date of the last date the rental property was inspected by a MDE accredited inspector (This date is listed on the bottom section of the Lead Paint Inspection Certificate).

**\*If your rental property was built between 1950 and 1977 and your current tenant moved in prior to January 1, 2015, a copy of the Lead Paint Inspection Certificate is not required at this time. Once the tenant has moved out, the rental property must be inspected for lead paint compliance and a photocopy of the Inspection Certificate must be submitted to the Department of Housing and Community Affairs, Licensing and Registration Unit.**

The Annual Lead Poisoning Prevention Checklist must be submitted by **Monday, March 21, 2016**. If you have any questions regarding the Checklist please feel free to contact the Licensing and Registration Unit at 240-777-0311 or email [LicReg.Intake@montgomerycountymd.gov](mailto:LicReg.Intake@montgomerycountymd.gov).