

**AFFIDAVIT OF DELIVERY OF ANNUAL NOTICE BY OWNER/MANAGING AGENT –
MAILING/EMAILING/HAND-DELIVERY**

(Complete this affidavit only if Owner/Managing Agent delivered the annual notice.)

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

The procedure to deliver the Annual Notice to each dwelling unit of the Premises was (**must select one**)
by email or by mail or by hand-delivery to the occupant of the dwelling unit, or by a
combination of email, mail, and hand delivery.

Must Select **ONE**:

I personally arranged for the delivery of the Annual Notice for Prevention of Lead-based Paint Hazards—Inquiry Regarding Child, that is required under Administrative Code Section 27-2056.4 (“Annual Notice”), by mail, email, or hand delivery to each dwelling unit in the building located at: _____ (“Premises”).

OR

My employee performed the appropriate procedures under my direction to ensure that the Annual Notices were mailed/mailed/hand delivered to each dwelling unit of the Premises:
_____ (**print employee name**)

In support of this Affidavit, I am attaching a sample copy of the Annual Notice in English and Spanish that was mailed/mailed/hand-delivered to the occupants of the building.

(Print Name) (Signature)

State of New York, County of _____ *Stamp*

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)