

Required for any multiple dwelling built prior to January 1, 1960 or built January 1, 1960 to January 1, 1978 where the owner has actual knowledge of the presence of lead-based paint. Deliver annual notice between January 1 and January 16. The notice must be provided to the tenant in at least English and Spanish and in duplicate (two copies of each) so the tenant can retain a copy and return a copy to the owner. The Occupant should respond by February 15. **As of January 1, 2020, the term “resides” means that a child under six routinely spends 10 or more hours per week in the dwelling unit.** Attach to this form and retain for at least 10 years: Copy of sample Annual Notice in English and Spanish, available at hpd.nyc.gov. If the delivery was completed by a third party, also attach the company’s name and address to this form.

Building address _____

Owner/agent name _____

Borough _____

Property registration # _____

Owner/agent signature _____

Apt #	Is apt exempt from the required notice?			Date of delivery	Method of delivery			Delivered by		Name of individual who delivered the annual notice	Response Received?		Child under the age of 6 resides in the apt?		Child information based on		
	No	Yes, has HPD exemption	Yes, apt is owner or shareholder occupied		Email	Mail	Hand delivery	Owner/agent	Third party		Yes	No*	Yes	No	Occupant written response	Occupant verbal response	Owner inspection

*For each apartment where the occupant did not respond to the notice by February 15, complete form SF LL1-02.
 Sample Form for compliance with New York City Administrative Code § 27-2056.4 provided by HPD
 Revised 2/4/2020