

**ADDENDUM GUARANTY OF LEASE**

Date: \_\_\_\_\_

1. In consideration of the execution of a certain lease for the premises located at: \_\_\_\_\_ by the lessor named therein, the undersigned jointly and severally guarantees the lessor and the successors and assigns the performance of all the covenants set forth in this lease (and renewals thereof), including but not limited to the punctual payments of all rents and other payments payable under the lease or any extension or renewal thereof, and further including amounts due and owing for damage to the premises during the period of the lessees' occupancy of the leased premises.

2. The undersigned hereby waives demand and notice of default or of non-payment and all and every demand on notice, and all suretyship defenses.

3. The undersigned agrees that this guaranty shall be construed according to the law of the Commonwealth of Pennsylvania, and that by jurisdiction of the Courts of the Commonwealth in all actions at law and equity arising from this guaranty and from the lease aforesaid:

**Please Print:**

**Guarantor(s):** \_\_\_\_\_

**Guarantor's Social Security Number:** \_\_\_\_\_

**Guarantor's Telephone Number:** \_\_\_\_\_

**Guarantor's E-mail Address(es):** \_\_\_\_\_

**Guarantor(s) Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

I give Ferraro Properties permission to perform a credit check if requested by the landlord.

\_\_\_\_\_  
**(TO BE COMPLETED BY A NOTARY ONLY)**

**Date:**

**County of:** \_\_\_\_\_ **State of:** \_\_\_\_\_

**Then personally appeared before me the above named \_\_\_\_\_ and being first duly sworn acknowledge the foregoing to be their free act and deed.**

\_\_\_\_\_  
**NOTARY PUBLIC**

**MY COMMISSION EXPIRES:**

## Move In/Out Condition Report “Addendum A”

Property Address: \_\_\_\_\_

Move In Date: \_\_\_\_\_

### Assessment of Condition of Rental Property

This checklist will help you protect your initial deposit. Using the key below, fill in the letter that best describes the condition of your unit when you begin your lease, and then give a copy of this checklist to your landlord to be filed away. When you move out, request this checklist from your landlord, fill in the “End of Lease” column, and then return it to your landlord. Your landlord may want to corroborate your assessment using the “Landlord’s end-of-lease assessment” column. This form must be returned to the Landlord no later than 7 days after move in date. If this form is not returned, the Tenants accept the property “as-is” and is the responsible for all defects/repairs.

Key	
Missing	<b>M</b>
Good condition	<b>G</b>
Scratched	<b>S</b>
Damaged	<b>D</b>
Broken	<b>B</b>
Repair needed	<b>R</b>

Exterior	Beginning of lease	End of lease	Landlord’s end-of-lease assessment	Comments
Front door				
Front screen door				
Back door				
Back screen door				
Screens and storm windows				
Windows and frames				
Mailbox				
Doorbell				
Apartment number				
Garbage container				
Recycling containers				

Exterior	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Security intercom				
Other				

Kitchen	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Windows				
Blinds/curtains				
Floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Stove				
Refrigerator				
Dishwasher				
Garbage disposal				
Sink				
Cabinets and counter				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Dining room	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Living room	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceilings				
Outlets				
Lights and switches				
Baseboards				
Trim				
Cable outlet				
Other				
Screen and Storm Windows				

Hallway and stairwell	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Baseboards				
Trim				
Stair treads				
Landing and handrail				
Other				
Screen and Storm Windows				

Bedroom #1	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Closet				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bedroom #2	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Closet				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bedroom #3	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Closet				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bedroom #4	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Windows				
Blinds/curtains				
Carpet or floor				
Walls				
Ceiling				
Lights and switches				
Outlets				
Closet				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bathroom #1	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Window				
Blinds/curtains				
Floor				
Walls				
Ceiling				
Sink				
Tub and/or shower				
Toilet				
Cabinet, shelves, closet				
Towel bars				
Lights and switches				
Outlets				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bathroom #2	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments
Door				
Window				
Blinds/curtains				
Floor				
Walls				
Ceiling				
Sink				
Tub and/or shower				
Toilet				
Cabinet, shelves, closet				
Towel bars				
Lights and switches				
Outlets				
Baseboards				
Trim				
Other				
Screen and Storm Windows				

Bathroom #2	Beginning of lease	End of lease	Landlord's end-of-lease assessment	Comments

*If this report is not returned by the seventh day after the lease begins the Tenant(s) accept the Property "as-is" and are subject to all defaults/repairs.*

***Both parties understand that they have the right at any time to obtain an independent attorney.***

**Move In Date** \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant (for Move-In only)

\_\_\_\_\_  
Signature of Tenant (for Move-In only)

\_\_\_\_\_  
Signature of Tenant (for Move-In only)

\_\_\_\_\_  
Signature of Tenant (for Move-In only)

\_\_\_\_\_  
Signature of Manager (for Move-In only)

\_\_\_\_\_  
Date Keys Delivered to Tenant

**Move Out Date** \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant (for Move-Out only)

\_\_\_\_\_  
Signature of Tenant (for Move-Out only)

\_\_\_\_\_  
Signature of Tenant (for Move-Out only)

\_\_\_\_\_  
Signature of Tenant (for Move-Out only)

\_\_\_\_\_  
Date of Move-Out Inspection

\_\_\_\_\_  
Signature of Manager (for Move-Out only)

\_\_\_\_\_  
Date Keys Received from Tenant

\_\_\_\_\_

**RENTAL DAMAGE CHARGES “ADDENDUM B”**

All service requests should be called in to **1(877) 653-1225**. Normal service is performed Monday through Friday 8:30 AM to 4:30 PM. Due to the nature of the service, we cannot make appointments for service. Emergency service requests after normal hours (No heat, fire, flood, etc.) are handled on “an as needed basis” at **1(877) 653-1225**. If any item with in your home/apartment is damaged due to negligence on the part of the Tenant, either during occupancy or upon moving out, you will be charged according to the following Schedule:

Cleaning Range top	\$50.00
Cleaning Refrigerator	\$50.00
Cleaning of Cabinets and Counter Tops	\$100.00
Cleaning Kitchen Floor	\$40.00
Cleaning of bathroom including disinfecting for odors	\$75.00
Cleaning bathroom floor	\$50.00
<b>Cleaning Entire Apartment According To Size:</b>	
Studio	\$200.00
One Bedroom	\$300.00
Two Bedroom	\$375.00
Three Bedroom	\$475.00
Four Bedroom	\$575.00
Cleaning windows, each	\$15.00
Removal of Contact paper (New Kitchens Only)	\$50.00
Replacement of Refrigerator/Freezer Door (Market Price)	
Oven Crusted Burners (Each)	\$35.00
Wallpaper removal charged at current list price	
Replacement of appliance parts for damage caused by Tenant will be charged According to current list prices and labor.	
Replacement of toilet bowl or tank	\$350.00
Replacement of sink bowl list price plus labor	
Stopped up toilet by foreign object and snake out	\$150.00
Bathroom Floor ceiling below	\$150.00
Vanity charged at current list price	
Medicine cabinet charged at current list price	
Light Fixtures charge at current list price	

\_\_\_\_\_

**RENTAL DAMAGE CHARGES “ADDENDUM B”**

Mailbox key and/or duplicate keys, each	\$25.00
Replacement of front door security key	\$25.00
Plunger	\$25.00
Wall, trim and door repairs charged according to materials and labor	
Screen Repairs	\$40.00
Double coat of paint (due to smoking or soil or walls painted by tenant) will be charged according to current market price.	
Replacement of locks per lock	\$100.00
Replacement of window pane	\$75.00
Replacement of light bulbs	\$5.00
Steam clean carpet at current list price	
Carpet Stain Removal according to market price	
Carpet replacement per square foot according to market price	
Trash removal including picking up cigarette butts and mail (minimum)	\$25.00
Drywall replacement charge according to market price	
Replacement of Entry door current market price plus labor and materials	
Replacement of Interior doors current market price plus labor and materials	
Major back-up caused by objects such as rags, diapers, feminine napkins, etc. put in toilets or other drains. (minimum)	\$275.00

You are being made aware of these charges upon your move in so that there will be no misunderstanding, these are only estimates, both during your occupancy and at your move out.

**THE ABOVE PRICES ARE ESTIMATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Supplies and material costs to be verified at time of replacement.

If management requested to perform a second move out inspection, there will be a \$25.00 charge to the tenant.

Management reserves the right to charge the tenant to replace the carpet in the event a carpet match for repair cannot be found.

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

## Lease Addendum “C” Rules & Regulations

It is hereby agreed that the security deposit shall ***not*** be used for any part of the last month's rent, but is held for performance of this lease. The wall to wall carpeting is property of the owner but shall be maintained by the Tenant(s). Upon termination of this lease, all keys shall be returned to landlord and a final inspection shall be made by the landlord/agent of the premises. Damages including painting, trash removal, carpet cleaning, and any other costs for damages shall be first deducted from the security deposit and the tenant shall be billed for any additional costs. If conduct of tenant(s) is/are deemed improper, objectionable or nuisance, it shall be considered a breach of this contract and is grounds for eviction.

### **MAINTAINCE:**

All repair/maintaince requests should be in writing. Go to [www.FerraroProperties.com](http://www.FerraroProperties.com) under Tenant Services tab to Repair Request. Or login to your tenant portal and click on “New Service Request” button and fill out entire form.

Tenant(s) agree to maintain a temperature of at least 65 degrees Fahrenheit at all time. Tenant(s) also agrees to bear all cost associated with any repairs/damage resulting from a failure to do so.

Tenant(s) is/are ***not*** allowed to paint any area of house without written permission from Landlord. If any area of home or apartment is painted with/or without permission from Landlord, tenant(s) agrees to pay all cost associate with returning the house to condition at start of lease. **NO LARGE NAILS SHOULD BE PLACED IN THE WALLS AT ANYTIME.** Tenant(s) is/are responsible for all costs associated with repairing and repainting any areas of the house or apartment that is damaged due to pictures, hooks, curtains, speakers, wall hangings and anything similar. If Tenant(s) fails to have completed repairs done by the final inspection, the Landlord will deduct the cost of repairs or the cost of finishing the repairs out of the security deposit, if the amount of the security deposit is less than the cost of repairs; the Tenant(s) agree(s) to pay the additional cost in full. If Tenant(s) makes repairs or repaints any area of the house or apartment, to correct damages from painting or hanging pictures, hooks, curtains, speakers, wall hangings and anything similar, the Landlord reserves the right to repaint or repair such damages, and Tenant shall bear all cost associated with those repairs.

If the property is equipped with a central air/forced hot air heating system it is the responsibility of the tenant to change the air filter to the unit on a monthly basis. Tenant(s) agrees to bear all cost associated with any repairs/damages resulting from a failure to do so.

## TENANT REPAIRS:

If landlord provides any appliances such as refrigerators, washer, dryer, dishwasher, garbage disposal, microwave or air conditioner (central or window units), there are in "as-is" condition, and **they shall be maintained by the tenant, including repairs, if not under warranty, and shall be left in working order at the termination of lease.** If landlord provides tenant with repair service provider information, tenant responsibilities are as follows:

1. Tenant(s) agree(s) to schedule an appointment with the service provider.
2. Tenant(s) agree(s) to provide access to the property so that service provider can do repairs.
3. Tenant(s) agree(s) to be present while all repairs are being done.
4. Tenant(s) agree(s) to pay all cost associated with the repairs at the time of service.

It is *not* the responsibility of the landlord to schedule repairs, provide access to property, be present while service provider is at property, and/or bear any cost associated with appliance repairs. Landlord does not in any way guarantee, service provider's work nor does landlord bear any responsibility for actions and/or repairs of service provider.

## LANDLORD REPAIRS:

Repairs that are the responsibility of the Landlord will be scheduled at time of notification to Landlord. All notices for repairs should be in writing.

1. Landlord agrees to schedule an appointment for repairs that is acceptable with Tenant.
2. Tenant(s) agree(s) to provide access to the property so that service provider can do repairs.
3. Tenant(s) agree(s) to be present while all repairs are being done.
4. Landlord agree(s) to pay all cost associated with the repairs at the time of service.

Non emergency repairs may take up to two weeks for service provider to get to property to evaluate repair, depending on service providers schedule.

## RULES & REGULATIONS:

No waterbeds are allowed.

The tenant(s) agree(s) not to keep any motorcycle or motorbike on the premises.

Pets and animals prohibited, except by written permission of the landlord.

If the property contains a fireplace, it is for decoration **ONLY**. You are not permitted to burn anything in the fireplaces at any time.

Rent shall be paid one the first of the month. Payment should be in the office by 4 pm on the 5<sup>th</sup> day of the month. Any payment not received by 4pm on the 5<sup>th</sup> day of the month will be assessed a late fee. The late will not be waived for any reason. If rent is not received by the 5<sup>th</sup> day of each and every month, a 5% late charge will be charged, no exceptions, and collection shall be automatically assigned to the District Justice without further notice to the Tenant(s). If there are multiple tenants only ONE check should be mailed for payment unless agreed to in writing prior to signing the lease. Also, in the event a check is returned and additional fee of \$40.00 will be charged.

Tenant(s) and all other occupants of the leased premises are promised are prohibited from using driveway and public walks for any purpose other than to park tenant's private vehicle when authorized for ingress and egress from the premises. Any inoperable vehicle will be towed away without any notice to owner. Any inoperable vehicle is one having flat tires, non-valid inspection stickers, missing license plate, etc.

Tenant(s) agree(s) that he and all occupants of leased premises shall not dispose of garbage and/or waste material that violate landlord's specification of times, places, and manner for removal of such material.

Tenant(s) agree(s) that he and all occupants of leased premises shall not erect any outside aerials, wires, or equipment in connection of any radio or television nor make any other outside installation.

Tenant(s) agree(s) that he and all occupants of leased premises shall not add, remove, alter or change any locks or locking devices unless written permission is given by Landlord. Any damage resulting from inaccessibility shall be the responsibility of the tenant(s).

Tenant(s) will not do any renovations of wall, partitions, or any other renovations without prior approval of the owner. Driveway will be clear at all times to permit ingress and egress of traffic.

No grilling devices (charcoal or gas) are permitted on any decks or porches.

It is hereby agreed in consideration of the above mentioned rental that the tenant shall maintain property and liability insurance in the minimum amounts of \$10,000 property and \$100,000 liability and save free the landlord from any personal injuries or property damage to anyone including the tenant. Tenant must forward a copy of the property and liability insurance policy to the Landlord within 7 days of the lease start date. Tenant shall be responsible for the removal of snow, ice, lawn cutting, debris, trash, or any other detriment that may be hazardous to any person or in violation of any borough codes.

It is hereby agreed between the tenant and the landlord upon 60 days written notice of any breach of covenant by the landlord, that the tenant or any government authority shall notify the landlord in 'writing and the landlord shall have 60 days to cure and correct any of the landlord obligations, covenants or amend any breach of this lease agreement, and in the event the landlord does not correct the aforesaid within 60 days, the tenant's only remedy upon 30 days written notice shall be to vacate said premises. It is further agreed that in those circumstances, the landlord shall not be obligated for any injuries or liabilities to any person or persons including the tenant, other than to vacate said unit of which shall be the sole remedy to the tenant. It is furthermore agreed that the tenant shall save harmless the landlord for any and all liabilities occurring within the interior and the exterior of said premises.

In the event the amount of security deposit exceeds one month's rent: After the first anniversary of the lease, any amount over one month's rent shall be applied to the last month's rent.

When the property has multiple tenants, one tenant shall be named as the "tenant contact" for the landlord. It is understood that any information or correspondence between landlord and "tenant contact" will be passed on to the other tenants.

If tenants decided to renew the lease, there will be a Market Rent Adjustment, between 3%-7%. Market Rent Adjustment will be based on the annual inflation rate. Rate will be determined and agreed upon prior to lease renewal.

**PROPERTY INSPECTION REPORT:**

You have been given a property inspection report which will assist you in listing anything within your house or apartment that you believe needs repair or is broken or damaged. The report must be completed and returned to the owner or his agent within seven (7) business days of the date that you have occupied your apartment or house. **If you do not return the completed report, you are telling the owner that there are no defects, that everything is in good working order and that nothing needs repair at the time of your occupancy.**

*Notice Before Signing:*

*If Tenant(s) has/have legal questions, Tenant(s) is/are advised to consult an attorney before signing.*

_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Landlord	_____ Date

**APPLIANCE/GENERAL MAINTANCE REPAIR “ADDENDUM D”**

Repairs and General Maintenance: All appliances are in “as-in” condition. If Landlord provides appliances, such as refrigerators, washer, dryer, dishwasher, garbage disposal, microwave or window air conditioners shall be maintained by the tenant, including repairs, if not under warranty and shall be left in working order at the termination of lease. Tenant also agrees to bear the cost of repairs including without limitation plumbing back up, garbage disposal jams and broken fixtures. See Rental Damage Charges “Addendum B” for estimates of some common charges.

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

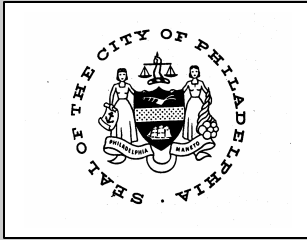
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\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE



**City of Philadelphia**



**Department of Licenses and Inspections**

**PARTNERS FOR GOOD**  
**HOUSING**

**Revised - April 2004**

**Produced by the Commissioner's Office**

# PARTNERS FOR GOOD HOUSING

The City of Philadelphia, on behalf of its citizens, has set minimum health, safety, and maintenance standards for houses and apartments. Keeping the housing in our city up to these standards involves a partnership between tenant, landlord, and the City. All three must work together to provide decent housing for everyone.

The information in this guidebook applies to Philadelphia, Pennsylvania and is based on the Code of General Ordinances of the City of Philadelphia – particularly Title 4, the Building Construction and Occupancy Code.

“Partners for Good Housing” outlines the responsibilities of owners, tenants, and landlords for maintaining houses and apartments in a safe and clean condition.



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Source: 2004 Philadelphia Building Construction and Occupancy Code

## WHO NEEDS A RENTAL LICENSE ?

### **GENERAL INFORMATION**

Anyone who offers a dwelling unit or rooming unit for rent must obtain proper licenses and zoning approval from the Department of Licenses and Inspections (L & I). This will include all of the following:

#### 1.) **HOUSING INSPECTION LICENSE**

A Housing Inspection License (issued by L & I) is required of any person who offers for rent a one-family dwelling, two-family dwelling (duplex), a dwelling with three or more units (whether rental, cooperative, or condominium), or a rooming house, dormitory, or hotel.

- Each time a dwelling unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed and listing the license number.

#### 2.) **BUSINESS PRIVILEGE LICENSE**

This license is required of every person desiring to engage in any business in the City of Philadelphia. It is a lifetime license with a one-time fee and applies to all businesses owned by a person.

EXCEPTION: In a property with four or less rental units, where the owner lives on the premises, a Business Privilege License is not required.

#### 3.) **BUSINESS TAX ACCOUNT NUMBER**

This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. One number applies for all licenses obtained by a person.

- The Business Privilege License and Business Tax Account Number are applied for using the same form. Only one Business Privilege License and one Business Tax Account Number is required of one person, regardless of how many rental properties a person owns.

#### 4.) **ZONING APPROVAL**

A property must be properly zoned in order to operate as a dwelling for rent. Zoning approval is required even if the owner occupies one of the units.

### **OTHER REQUIREMENTS**

- The owner of a multiple-family dwelling, rooming house, dormitory, or hotel is required to name a managing agent over the age of eighteen (18) years to receive service of notices, orders, or summonses issued by L & I. The managing agent is required to have a residence or a regularly attended business office within the City of Philadelphia. If the owner meets these qualifications, he or she may be designated the managing agent.

## *For Your Information:*

- \* The owner of any rental dwelling unit or rooming unit can not legally collect rent without having the required licenses.
- \* An owner can not proceed with an eviction without the required licenses.

## **FIRE PREVENTION**

### **GENERAL REQUIREMENTS**

- In the City of Philadelphia, the Department of Licenses and Inspections is responsible for enforcing both the Property Maintenance Code and the International Fire Code. Inspections of residential structures are conducted by the Department's Housing & Fire inspectors.
- Tenants, landlords, and homeowners each have the duty to keep hallways, stairways, fire escapes, and exits clear at all times. Storage of any kind under stairways is prohibited unless the space is separated from the stair by fire resistance-rated construction.
- Rubbish and garbage are not allowed to accumulate in any location inside a building, including storage rooms. Rooms intended for trash storage must have sprinklers and be separated from the rest of the building by one-hour fire resistance-rated construction.
- Permitted amounts of paints and flammable liquids (including insecticides containing flammable materials) must be stored in a room separated from all other parts of the building by one-hour fire resistance-rated construction.

Information about permitted amounts of flammable liquid is available from the Department of Licenses and Inspections by calling **215-686-2534** or **215-686-2535**.

- At least one fire extinguisher with a minimum rating of 2-A:10-B:C is required in the public corridors or stairwells at each floor level of unsprinklered buildings. In buildings of three stories or less and having a single stairway, one such extinguisher is allowed, provided it is placed approximately equidistant from all dwelling units in the building.

As an alternative, if there are concerns about vandalism, theft, etc., a 2-A:10-B:C fire extinguisher can be mounted in each dwelling unit in the building.

- Except for one- and two-family dwellings, lighting is required in common corridors, stairways, and the exit discharge (exterior) to provide a light level of one foot-candle at the floor. This lighting must be on a circuit independent of any dwelling unit. In buildings that have more than one exit stair, this lighting must have an emergency power source.
- In buildings that are required to have more than one exit stair (including fire escapes), exit signs are required to identify the means of egress from each floor. These signs are required to be illuminated by both the normal and emergency power sources.
- In existing buildings that have more than one exit stair, the stairs must be enclosed and separated from the corridor by fire-resistant construction. In non-high rise buildings, doors in these enclosures must be one-hour fire-rated self-closing doors or 1 ¾-inch thick solid core wood self-closing doors.
- In buildings that have only one exit stair, the doors from the apartments must be of the type specified in the paragraph above.

## **FIRE ALARM REQUIREMENTS**

### **1.) REQUIREMENTS FOR ONE- AND TWO-FAMILY DWELLINGS**

Owners of one and two-family dwellings (including owner-occupied one-family dwellings) are required to install electric or battery-powered smoke detectors as follows:

- In existing one- and two-family dwellings, the detectors are permitted to be battery-powered and interconnection is not required between the several detectors in a dwelling unit. A permit is not required to install battery-powered detectors.
- In new one- and two-family dwellings (newly-built or newly-established in an existing building), the detectors are required to be powered by the primary alternating current (AC) power source in the building. The power must be supplied from an unswitched portion of the branch circuit or from a dedicated branch circuit.

Interconnection of the several detectors installed in new dwellings is required such that the actuation of one detector will actuate all the alarms in the dwelling. An electrical permit (plans are required to be submitted with the application) is required to be obtained by a licensed electrical contractor from the Department of Licenses and Inspections prior to the installation of these detectors.

- The smoke detectors are required to be labeled for “Household Fire Warning” in accordance with UL 217. These are referred to as single- or multiple-station smoke detectors.

- Smoke detectors must be installed in the immediate vicinity of the bedrooms and on each story of the house, including basements. In new dwelling units, they are also required in the bedrooms.
- Discretion should be used to place the detector as near to the bedroom(s) as practicable without having it activated by normal cooking activity or steam from bathrooms.
- In split-level dwellings without doors between adjacent levels, a smoke detector is only required on the upper level, provided there is less than one full story between levels.
- Annual certification of detectors in one- and two-family dwellings is not required. However, upon sale of the property, the seller is required to certify in writing to the buyer that the required smoke detectors have been installed and are in proper operating condition.
- Manual fire alarm boxes (break-glass or pull stations) are not required in the exits that serve one- or two-family dwellings.

## **2.) REQUIREMENTS FOR FIRE ALARMS IN MULTIPLE-FAMILY DWELLINGS AND ROOMING HOUSES**

- Household Fire Warning-type detectors are required within the dwelling units of buildings that are not sprinklered throughout, in the same fashion as described for one- and two-family dwellings, except that battery-powered detectors are not accepted for any of the required detectors. These detectors should not be connected to the building's automatic fire alarm system as their purpose is to sound their self-contained alarm only in the dwelling unit where they are activated.

In existing high-rise buildings that are not sprinklered throughout, a detector is required in each bedroom in addition to the ones in the vicinity of the bedrooms. Interconnection of the detectors within a single dwelling unit is required where the sound level of any detector is less than 15 dBA above the ambient noise level in any occupied space within the dwelling unit with intervening doors closed.

- An automatic fire alarm system is required in unsprinklered buildings in all areas that are accessible to more than one tenant (common areas) such as stairways, corridors, storage areas, laundry rooms, basements, etc. The detectors are required to be labeled for system use. In some cases, household fire warning detectors (the type approved for use within dwelling units) have been installed in these areas. They are not system detectors and must be replaced with labeled system detectors.

- Automatic fire detection is required to be smoke detectors unless normal operations in the space produce products of combustion that would activate smoke detectors. These spaces include boiler or furnace rooms, garages, laundry rooms, etc. In these spaces only, heat detectors are recommended and accepted in lieu of smoke detectors.
- The sounding devices (bells, horns, whoop tones, etc.) of the fire alarm system must be loud enough to be heard in all parts of the building. The required level of audibility is 70 dBA (decibels) in each sleeping room. It may be necessary to locate sounding devices within the apartments in order to achieve the required sound level.
- Visible alarms (strobe lights) are only required when the building houses the hearing impaired.
- A fire alarm panel is required to supervise all fire alarm systems for proper continuous operation, to receive signals from the devices, to activate the sounding devices, and to provide back-up power in the event of the primary power failure. The manual boxes, system smoke and heat detectors, and sounding devices are connected to the panel. Note that the single- and multiple-station smoke detectors located within the dwelling units are not connected to the panel.
- In existing buildings, connection of the fire alarm system to a central station is only required for high-rise buildings. In new buildings or newly-established residential uses, buildings of five stories or more require fire alarm connection to a central station.

### *For Your Information:*

\* An electrical permit is required to be obtained by a licensed electrical contractor from the Department of Licenses and Inspections prior to installation of both the household fire warning detectors within dwelling units and the automatic fire alarm system. (Plans are required to be submitted with the permit application.)

- All fire alarm systems are required to be inspected, tested, and certified by a licensed electrical contractor upon installation and annually thereafter.
- Any reduction in fire protection (fire alarm, fire sprinkler, or standpipe system) of any duration for any reason, must be reported to the Fire Department at 215-922-6000.
- The Fire Department must be notified IMMEDIATELY through “911” of the activation of any fire alarm, excluding the household fire warning detectors that are installed in the dwelling units.

### **3.) FIRE ALARM REQUIREMENTS UNIQUE TO BUILDINGS THAT REQUIRE MORE THAN ONE EXIT STAIR**

- The fire alarm panel is required to have at least one zone per floor.
- A manual fire alarm box (break-glass or pull station) is required at each door from the corridor to building exit stairs on each floor. At each box, a sign should be affixed, stating "IN CASE OF FIRE: SOUND ALARM AND CALL 911".

### **4.) FIRE ALARM REQUIREMENTS UNIQUE TO "SMALL" APARTMENT BUILDINGS**

This type of building does not exceed three stories and has only one exit stairway or two exit stairways that are both visible from all points within a maximum 20-foot long vestibule or corridor between the stairs.

- The fire alarm panel is permitted to have a minimum of one zone that incorporates all of the system devices in the building.
- A manual fire alarm box (break-glass or pull station) is required only at the exit door from the stairway to the outside, not on each floor. At the box, a sign shall be affixed, stating "IN CASE OF FIRE: SOUND ALARM AND CALL 911".

### **5.) FIRE ALARM REQUIREMENTS UNIQUE TO BUILDINGS THAT HAVE RESIDENTIAL USES ABOVE NON-RESIDENTIAL USES**

- An automatic electrically-powered fire alarm system with smoke detection is required in the non-residential use unless it is sprinklered throughout.
- Where the non-residential use is a drinking and/or dining establishment, heat detectors are permitted in lieu of smoke detectors in the kitchen, in patron areas where smoking is permitted, and in patron areas where skillet or sizzling-type entrees (such as fajitas) are served. All other detectors in the non-residential use are required to be smoke detectors.
- The sounding devices are required to be located in the non-residential use and typically in the stairway or hallways in multiple-family dwellings above. Where the use above the non-residential use is a single-family or two-family use where there is no common hallway or stairway serving all floors, sounding devices will be required in the dwelling unit(s). The sounding devices are required to be activated by the manual fire alarm boxes and all detectors, except by those inside the dwelling units.
- Manual fire alarm boxes must be located at the exits from the non-residential use but be connected to sounding devices throughout the building. Manual fire alarm boxes are not required in the exits from the residential use if it is a one- or two-family dwelling.

- The residential portion of the building is required to have the automatic fire alarm system as determined by the classification of the residential use.

## *For Your Information:*

\* It is the OWNER'S responsibility to supply, install, and maintain all required fire alarm equipment, including detectors. The owner must also test detectors in common hallways, stairways, basements, and other areas common to more than one tenant. The owner is required to repair or replace any detector that is not operating at the time of testing.

\* It is the TENANT'S responsibility to test all detectors located within their dwelling unit. These should be tested at least once a month. The owner should be notified in writing of any defects in the operation of any detector. However, the tenant is responsible for the replacement of batteries in battery-operated smoke detectors in one- and two-family dwellings.



## **BASIC EQUIPMENT AND FACILITIES THAT MUST BE PROVIDED AND MAINTAINED**

### **BATHROOM EQUIPMENT AND FACILITIES**

- It is the responsibility of the landlord to provide inside each rented house or apartment the following:
  - A flush toilet in a room that gives privacy
  - A lavatory basin located in the same room as the water closet or in close proximity to the water closet room door.
  - A bathtub or shower in a room that gives privacy. This room may be the same as the room with the toilet or a separate room.
  - An electric light fixture in each bathroom
  - A window or an approved ventilating system in each bathroom. The window must be operable and must face to the outdoors. The ventilating system must be capable of changing the air content of the room at least six (6) times per hour.
- All bathroom equipment must be kept in good working condition. The bathroom floor must have a good surface for easy cleaning and must be substantially impervious to water.
- The tenant must keep the bathroom and bathroom equipment clean and sanitary and must use the equipment properly.

### **KITCHEN EQUIPMENT AND FACILITIES**

- The landlord must provide a kitchen sink within each rental house or apartment. The sink must be in good condition. The tenant must keep the sink clean and use it properly.
- The landlord must provide cooking equipment in each rented house or apartment. The cooking equipment must be properly installed, work safely and effectively, and be maintained in good working condition. The tenant must use the cooking equipment properly and must keep it clean and sanitary.

### ***For Your Information:***

\* Portable cooking equipment that uses flame is prohibited. Cooking equipment that uses gasoline or kerosene as fuel is prohibited.

## **WATER AND SEWAGE SYSTEM**

- The landlord must provide running water and facilities for hot water. Hot water must be available at not less than 110 degrees and not more than 125 degrees and must flow at a rate of at least one gallon per minute at each required lavatory, sink, bathtub, shower, and laundry facility.
- All plumbing equipment must be connected to the City water and sewage systems unless the City gives permission to use a private system.

## **HEATING SYSTEM AND THE PROVISION OF ADEQUATE HEAT**

- The landlord must provide a central heating system or an approved separate permanent heating system for each rental house or apartment. Heating equipment must be safe, properly installed, and adequate to heat the dwelling unit to 68 degrees at all times that the outside temperature is at or above 10 degrees.
- In buildings with two or more apartments, the landlord must supply heat at a temperature of 68 degrees for each apartment from October 1 through April 30 and during May and September when the outside temperature falls below 60 degrees.
- The landlord does not have to supply heat if the tenant is provided with separate heating equipment solely under the control of the tenant of that apartment.
- Approved portable kerosene heaters are only legal in one- and two-family dwellings provided they comply with the International Fire Code.

## **ELECTRICITY, NATURAL LIGHT, AND VENTILATION**

- Each rental rooming unit and apartment must be equipped with electricity, have adequate natural light, and provisions for ventilation.
- Natural light must be available in every room by one or more windows facing directly to the outdoors. The tenant must be able to open the window(s) in order to provide ventilation, unless there is a safe ventilating system capable of changing the air content of the room at least six (6) times per hour. A skylight may be used as a required window.
- Every room must have at least two electrical outlets; one of these outlets may be a ceiling light fixture. Every bathroom, water closet compartment, laundry room, furnace room interior stairs, and public hall must have at least one light fixture.
- Every public hall and stairway in buildings with three or more apartments must be lit by an electric fixture at all times.
- Every public hall and stairway in two-family dwellings must have a lighting system that can be easily turned on and off when needed.
- Emergency lighting is required in hallways and stairways in buildings with two or more exits.

## **KEEPING HOMES, APARTMENTS, AND YARDS CLEAN AND SANITARY**

### **GARBAGE AND TRASH**

- The tenant and the homeowner must place all garbage and trash in storage containers or in disposal equipment, such as incinerators. They must place their own containers out for City collection. Trash must not be put out before 7:00PM the evening before trash is collected.

In buildings with two or more apartments, the landlord must provide a common storage area for trash and garbage containers or common disposal equipment, such as an incinerator. The landlord must see to it that all shared containers are placed out for collection. The tenant must be careful not to spill garbage and trash in halls or on stairways.

- Garbage must be placed in leak-proof containers with tight-fitting lids. Combustible waste must be placed in covered containers or in sturdy bags that are securely tied. Newspapers and magazines should be tied in bundles.
- All containers must be kept clean and sanitary.

### **CARE AND MAINTENANCE OF YARDS AND FENCES**

- The landlord and the homeowner must ensure that their yards drain properly.
- The tenant must keep the yard clean and sanitary if only the tenant has access to the yard. If the yard is shared with other occupants, the landlord is responsible.
- Fences must be kept in good repair by the homeowner or landlord.

### **INSECTS AND RODENTS**

- In one-family houses, the tenant or homeowner must keep the house clean and sanitary. It is the occupant's responsibility to have insects, rodents, other pests exterminated.
- Where there are two or more apartments in a building, the landlord must keep all shared or public areas of the buildings clean and sanitary.
- The tenant must have any insects, rodents, or other pests exterminated if the tenant's apartment is the only one infested. Otherwise, it is the responsibility of the landlord to have such pests exterminated.

## **REPAIRS**

- The landlord or homeowner is responsible for all repairs that are necessary to keep the building in good condition.
- All foundations, walls, roofs, floors, ceilings, windows, doors, stairs, and porches must be safe, weather-tight, and rodent-proof.
- All interior doors, cabinets, shelves, and other supplied equipment must be kept in sound condition and good repair.
- Exterior wood or metal surfaces must be painted or covered with protective coating to prevent deterioration. Exterior walls must be pointed and cracks sealed to keep them weather-tight and waterproof.
- All plumbing and heating equipment must be properly installed, kept in good mechanical condition, and free from leaks and stoppages.

### ***For Your Information:***

\* The City holds the landlord responsible for all repairs required by law, regardless of any agreement or lease between the tenant and landlord.

## **LEAD PAINT**

- Lead paint shall not be permitted to remain on interior surfaces of any dwelling, rooming house, dwelling unit, or rooming unit occupied by children when the Department of Public Health determines that its presence creates a health hazard.



## HOW THE BUILDING CONSTRUCTION AND OCCUPANCY CODE IS ENFORCED

### GENERAL

The City enforces the 2004 Building Construction and Occupancy Code laws by sending inspectors to examine housing conditions. The Department of Licenses and Inspections is authorized and directed by law to conduct such inspections at reasonable times. Inspectors must show proper identification. The inspector will secure a warrant from a court if the owner or tenant refuses to allow access.

When a violation is found, the Department notifies the responsible party – either the landlord, the tenant, or the homeowner. That person is told to correct the violation within a certain period of time.

At the end of that time, there will be a re-inspection. If the person has not corrected the violation, the Department lists the case for a hearing before the Municipal Court and the person is notified of the date to appear. The Municipal Court is empowered to fine the guilty party.

The Department is also authorized to correct any violations which are considered unsafe or hazardous, if the violations are not corrected. The City charges the cost of the corrections to the violator and, with the approval of the Law Department, can collect the cost by liens on the property.

The Department may also purchase and supply heat to tenants on an emergency basis between October and May when the heat does not meet the minimum requirements of the law.

### DESIGNATION OF DWELLINGS AS “UNFIT FOR HUMAN HABITATION”

When the Department finds that any dwelling is a serious hazard to the health or safety of the occupants or to the public because it is unsanitary, vermin-infested, or lacking in the required facilities and equipment, the Department can designate the dwelling as “Unfit for Human Habitation”.

Any dwelling designated as unfit shall be vacated within a reasonable time specified by the Department. It shall not be used for human habitation until the hazard has been eliminated and the Department has removed the designation and given written approval for occupancy.

### *For Your Information:*

\* Persons who must vacate an unfit dwelling can request help in finding housing. Contact the **Office of Emergency Shelter and Services**, 1340 Cherry Street, Philadelphia, PA. Phone Number: 215-686-7150

## SPECIAL NEIGHBORHOOD PROBLEMS

### UNSAFE OR IMMINENTLY DANGEROUS BUILDINGS

When a neighborhood has buildings that are a serious hazard to the health or safety of the people living in them or to the public, a complaint may be filed with the Department of Licenses and Inspections and the building will be inspected. The Department may order the buildings to be vacated, boarded up, made safe by repairs, or demolished.

### VACANT HOUSES

Owners are responsible for keeping all openings in vacant buildings sealed and the premises clear and free of debris. If the owner fails to meet this obligation, the Department may arrange to clean and seal the building and bill the owner for the costs. The Department may also consider a dilapidated vacant building as “unsafe” and order it demolished. When a vacant building is demolished, the Department requires the contractor to maintain the structural and weather integrity of any adjoining party walls.

### ZONING

Sometimes neighborhoods are harmed by the conversions of houses into apartments or by undesirable commercial or industrial uses.

The City has a zoning ordinance that protects neighborhoods from these conversions and harmful intrusions.

In cases where a variance is required for a new zoning use, a Zoning Notice must be posted on the property, indicating a public hearing on the proposed use.

Citizens who believe that there is a zoning violation in their neighborhood should file a complaint with the Department of Licenses and Inspections.

### *For Your Information:*

\* To file a complaint, contact the Department of Licenses and Inspections' **Services and Operations** unit.

Phone Number: **215-686-2463**

# HOW TO FILE A COMPLAINT OR AN APPEAL

## **COMPLAINTS**

If the landlord is not carrying out his or her responsibilities, the tenant should tell the landlord what the problems are. If the landlord fails to act, the tenant should report the problem to the Department of Licenses and Inspections, Services and Operations unit, by calling **215-686-2463**.

When filing a complaint, the person must give his or her name and/or address, the address of the property, and the nature of the complaint. A case will be generated and referred to the appropriate inspection unit.

If an inspector is unable to enter the property, he or she will leave a card. The recipient is required to call the number on the card to arrange for an inspection.

The Department does not divulge the identity of a complainant and will not accept anonymous complaints.

## **APPEALS**

Any person who believes that the Department has erred in some action that has been taken or wishes to obtain a variance from the requirements of the 2004 Building Construction and Occupancy Code, may appeal to the Department's Boards Administrator. The Administrator is located at the following:

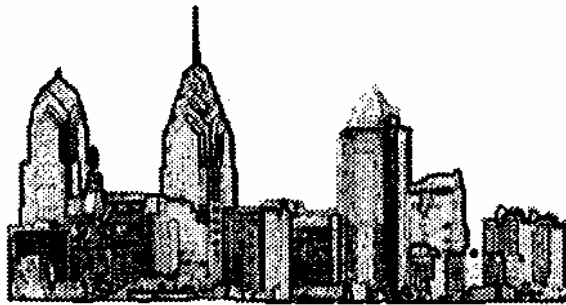
Municipal Services Building  
1401 John F. Kennedy Boulevard  
Philadelphia, PA

Call **215-686-2427** for more information.

\*\*\*\*\*

**THANK YOU FOR YOUR COMPLIANCE WITH STATE AND LOCAL LAW**  
**AND YOUR COOPERATION WITH L & I PROCEDURES AND REGULATIONS.**

# NOTES:



# Simple Steps To Protect Your Family From Lead Hazards

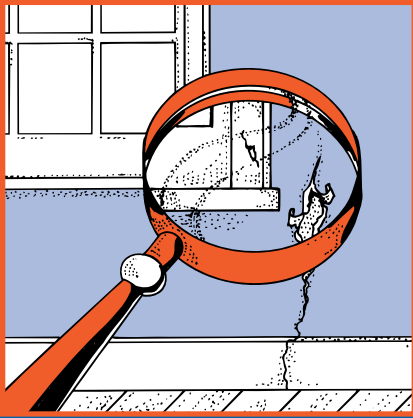
## If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



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(minimum 50% postconsumer) process chlorine free.



# Protect Your Family From Lead In Your Home



 **EPA** United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

# Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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**M**any houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



**OWNERS, BUYERS, and RENTERS** are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

**F**ederal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



**RENOVATORS** disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

# IMPORTANT!

## Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

# Lead Gets in the Body in Many Ways

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**Childhood lead poisoning remains a major environmental health problem in the U.S.**

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**Even children who appear healthy can have dangerous levels of lead in their bodies.**

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**People can get lead in their body if they:**

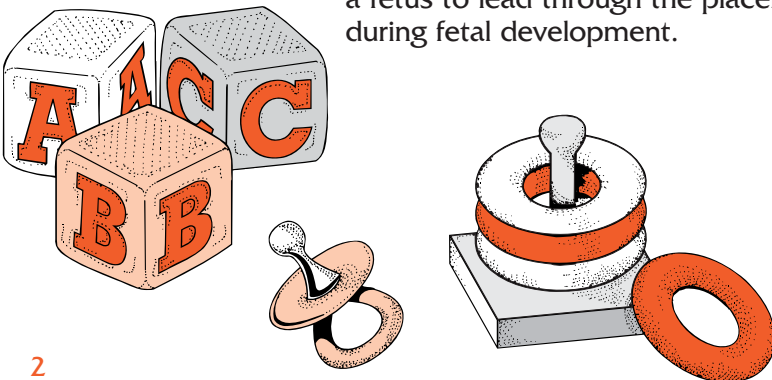
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

**Lead is even more dangerous to children under the age of 6:**

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

**Lead is also dangerous to women of childbearing age:**

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



## Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

### In children, lead can cause:

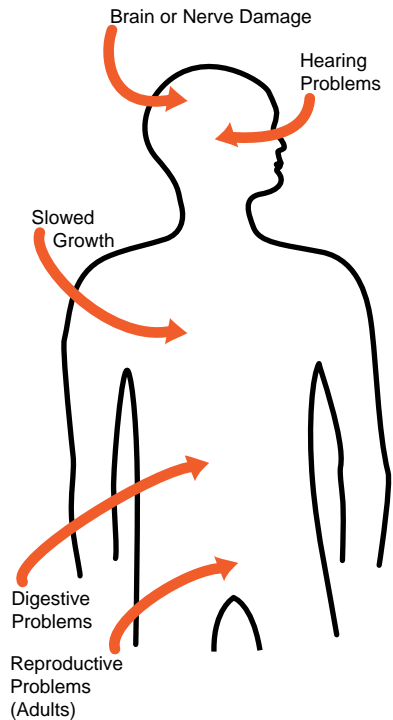
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

### In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



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**Lead affects  
the body in  
many ways.**

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## Where Lead-Based Paint Is Found

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**In general, the older your home, the more likely it has lead-based paint.**

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**Many homes built before 1978 have lead-based paint.** The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

## Checking Your Family for Lead

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**Get your children and home tested if you think your home has high levels of lead.**

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**To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.** Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

# Identifying Lead Hazards

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**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged)** is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors.
- ◆ 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills.

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

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**Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.**

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## Checking Your Home for Lead

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**Just knowing that a home has lead-based paint may not tell you if there is a hazard.**

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You can get your home tested for lead in several different ways:

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

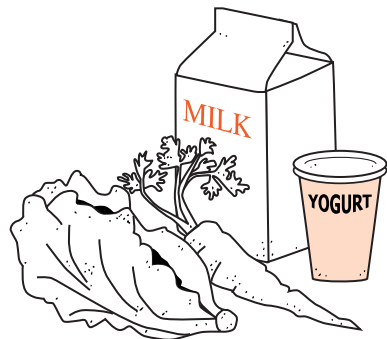
**Home test kits for lead are available, but may not always be accurate.** Consumers should not rely on these kits before doing renovations or to assure safety.

# What You Can Do Now To Protect Your Family

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If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



# Reducing Lead Hazards In The Home

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**Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

**Always use a professional who is trained to remove lead hazards safely.**



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors;
- ◆ 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills; and
- ◆ 400  $\mu\text{g}/\text{ft}^2$  for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

# Remodeling or Renovating a Home With Lead-Based Paint

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Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

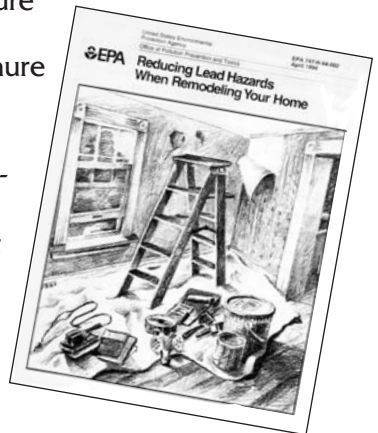
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

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## Other Sources of Lead

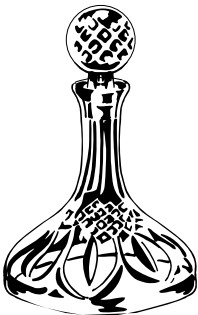
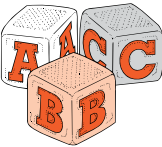
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**While paint, dust, and soil are the most common sources of lead, other lead sources also exist.**

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- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

## For More Information

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### The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **[www.epa.gov/lead](http://www.epa.gov/lead)** and **[www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)**.

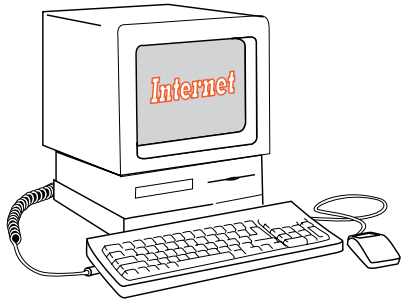


### EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **[www.cpsc.gov](http://www.cpsc.gov)**.



### Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **[www.epa.gov/lead](http://www.epa.gov/lead)** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

# EPA Regional Offices

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Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

## EPA Regional Offices

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100 (CPT)  
One Congress Street  
Boston, MA 02114-2023  
1 (888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 209, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3 (3WC33)  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5000

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
(ARTD-RALI)  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7020

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
999 18th Street, Suite 500  
Denver, CO 80202-2466  
(303) 312-6021

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4164

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Toxics Section WCM-128  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1985

## CPSC Regional Offices

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Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

### **Eastern Regional Center**

Consumer Product Safety Commission  
201 Varick Street, Room 903  
New York, NY 10014  
(212) 620-4120

### **Western Regional Center**

Consumer Product Safety Commission  
1301 Clay Street, Suite 610-N  
Oakland, CA 94612  
(510) 637-4050

### **Central Regional Center**

Consumer Product Safety Commission  
230 South Dearborn Street, Room 2944  
Chicago, IL 60604  
(312) 353-8260

## HUD Lead Office

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Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

### **U.S. Department of Housing and Urban Development**

Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, P-3206  
Washington, DC 20410  
(202) 755-1785

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U.S. EPA Washington DC 20460  
U.S. CPSC Washington DC 20207  
U.S. HUD Washington DC 20410

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## **IMPORTANT NUMBERS AND HELPFUL HINTS**

### Ferraro Properties

- Office 1-877-653-1225
- Fax 1-877-653-1225
- REPAIRS: 1-877-653-1225 Press #2

### Utility Phone Numbers

- Peco Energy 1-800-494-4000 Visit their web site [www.exeloncorp.com](http://www.exeloncorp.com)
- Philadelphia Gas Works (PGW) 215-235-1000 [www.pgworks.com](http://www.pgworks.com)
- Philadelphia Water Revenue Bureau 215-686-6880

### Cable/Satellite Phone Numbers

- Comcast 1-800-226-2278 Visit their web site <http://www.comcast.com>
- Direct TV 1-800-795-9489 Visit their web site <http://www.directv.com>

### Emergency Numbers

- Fire, Police, or Emergency Medical DIAL 911
- Roxborough Memorial Hospital 215-483-9900
- Poison Control 1-800-332-3073
- Poison Information Center 215-386-2100
- Suicide Prevention Center 215-686-4420
- Gas Leaks & Gas Emergencies 215-235-1212
- Water & Sewer Emergencies

## HELPFUL HINTS:

1. The main shut off valve to stop all water in the unit is located:\_\_\_\_\_. Individual faucets may be turned off at the supply line under the sink or toilet. Domestic hot water heaters and hot water baseboards heat valves are usually located on the cold water line above the heater.
2. The main gas shut off valve for the unit is located:\_\_\_\_\_. The domestic gas hot water heart valve will be located on the bottom third of the tank and should be turned 180 degrees or so the stem is perpendicular to the supply line. This will also hold true for the gas heater line.
3. The electric main for the unit is located:\_\_\_\_\_. Check to see if a fuse has blown or a circuit breaker has tripped. Replace fuses with the same amperage as the one being removed (never move) or push the circuit breaker button back to the on position.
4. The fire extinguisher is located:\_\_\_\_\_. Most fires in rental properties start in the kitchen. Keep the fire extinguisher in the kitchen but away from the stove. Point it at the base of the fire and use short quick bursts. Do not pour water on a grease fire. If the fire extinguisher fails to work, use baking soda or flour to put out the fire.
5. A toilet bowl can only hold one tank of water. If the water does not go down, another flush will cause it to overflow. If you think it is going to overflow, remove the tank lid and push down on the flap that covers the hole. This will stop additional water from entering the bowl. Try using a plunger to remove the blockage and then try flushing again. Be ready to push down the flap in the water rises again. Make sure children do not try to flush their unfinished apples or unwanted toys down the toilet. With small infants, always keep the lid down.
6. When taking a shower, make sure the glass door or curtain is pulled closed, especially in the corner closest to the shower head. Check the caulk and grout between the tiles for holes or gaps. If any are found, contact us immediately. It is amazing how much damage a small amount of water can do.
7. The garbage disposal is to be used for EDIBLE OBJECTS only. This means DO NOT put down large bones, egg shells, grease, fat, cooking oil or onion skins to name a few. Run cold water before starting and continue to run for thirty seconds after turning off. If you hear a clanking with a metallic sound, or the motor sounds like wants to start but doesn't, stop the disposal immediately. Use a flash light to see if a spoon, dish cloth, handiwipe, etc. might have fallen down. Use the disposal wrench that fits in a slot on the bottom of the disposal. If there is no slot for a wrench use the end of a broom and try to rotate the blades. Push the reset button and try again. If it still doesn't work, call us.