



RENT ASSISTANCE PROGRAM
City of Milwaukee
5011 W Lisbon Ave.
Milwaukee, WI 53210
Phone (414) 286-5650
T.D.D 296-2921
Fax 286-5094

PARTNERSHIP

CITY OF MILWAUKEE

HOUSING AUTHORITY

RENT ASSISTANCE PROGRAM

OFFICE LOCATION: 5011 WEST LISBON AVENUE
MILWAUKEE, WI 53210

INTRODUCTION

The Section 8 Program is a federally funded program administered by the Housing Authority of the City of Milwaukee (HACM). The Section 8 Program often referred to as the Rent Assistance Program (RAP) is designed to help low and moderate income families rent privately owned housing. The rental subsidy known as Housing Assistance Payments is made directly to the property owners or designated payee each month. This program is available to a limited number of families and allows them to pay approximately 30% to 40% of their income towards their monthly rent and the program pays the balance directly to the landlord in the form of a monthly check, or Electronic Funds Transfer.

OWNERS MANUAL

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**NOTICE OF NON-DISCRIMINATION AND REASONABLE ACCOMADATIONS
TO ALL SECTION 8 APPLICANTS AND PARTICIPANTS**

The Housing Authority of the City of Milwaukee, (HACM) conducts business in accordance with the Federal Fair Housing Law. HACM does not discriminate against any person because of race, color, religion, sex, disability, familial status, or national origin. Furthermore, upon request, the HACM provides auxiliary aids and services that will reasonably accommodate applicant/participant families with disabilities.

In addition, the HACM has legal obligation to permit "reasonable accommodations" to a rental unit, at the tenant/family expense, for disabled Section 8 family members, if the modification is necessary for the disabled person to fully enjoy the unit.

A reasonable accommodation is some modification or change the owner must permit to its procedures or units that will enable an otherwise eligible family with a disability to participate in the Section 8 program. Where it is reasonable to do so, the tenant agrees to restore the premises to the condition before the modification, reasonable wear and tear excepted, upon vacate.

Examples of reasonable accommodations that may be requested during Application, Interview, Orientation and Search for Accessible Housing Process, include:

- Home visit.
- List of handicap accessible units for rent.
- Help in finding a unit.
- Rescheduling of interview appointment if an applicant or participant is ill (Or other issue due to disability)
- Permitting a qualified disabled family member to have a larger unit to accommodate special needs such as wheelchair accessibility or other medical equipment.

Examples of reasonable accommodations that may be permitted at the participant's expense include, but are not limited to:

- Installing grab bars, handrails, or lever handles instead of knobs in a unit for a family with a mobility-impaired member, installing visual signaler for hearing impaired member, (some accommodations, which would otherwise have to be provided at the participant's expense, maybe provided by community based organizations at little or no cost to the individual by calling Debra LaRosa at 286-5647).
- Major modification such as modifying a unit to make it wheelchair accessible may be made, with the owner's approval, and at the tenant's expense. Alternatively, the tenant may move to a unit that has handicap accessible features built in.
- Permitting a qualified disable family member to have a Service Animal in a unit where a no-pet policy exists.
- Permitting an outside agency to assist a disabled applicant to meet the owner's occupancy requirements.

As with any Section 8 applicant or participant, an applicant or participant family with a disabled member must be able to meet the essential obligations of occupancy – i.e., they must be able to pay rent, to care for their unit, to report required information to HACM, to refrain from disturbing their neighbors, etc. However, they are not required to do these things independently or without assistance.

If an applicant, participant or family member has a disability and believe that they need or require a reasonable accommodation, they may request it any time during the application process or after admission into the program. However, they have the right not to discuss their situation with the HACM, if they so prefer.

The HACM has a designated Section 504 Coordinator to coordinate compliance with the non-discrimination requirements contained in the U.S. Department of Housing and Urban Development (HUD) Fair Housing regulations. If an applicant or participant has questions, or need additional information, he or she may contact the following:

Debra LaRosa – Program Director and American Disabilities Act Coordinator
(414) 286-5647, Fax # (414) 286-5094, e-mail dlaros@milwaukee.gov

Pooja Dhaliwal – Assistant Program Director
(414) 286-5640, Fax # (414) 286-5094, e-mail pdhali@milwaukee.gov

Assefa Damte – Program Integrity Manager - (414) 286-5636

Gerald Hobson- Certification Supervisor-(414-286-5660)

Certification Section - (414) 286-5667 or (414) 286-5668

Lease and Contract Section – (414) 286-5641 or (414) 286-5659

Inspection Desk – (414) 286-5658

Inspectors:

Pablo Santiago – (414) 286-5655

Julie Raml – (414) 286-5656

Bjorn Bothum – (414) 286-5648

Janice Henningfield – (414)286-5623

Daniel Montemayor – (414) 286-5691

TDD Line

Wanda Williford – (414) 286-5645

ROLES OF PARTNERSHIP BETWEEN HACM, OWNERS AND FAMILIES

The U.S. Department of Housing and Urban Development (HUD), a federal government agency that is accountable for the public housing and assisted housing programs, has the following areas of responsibility:

- Interpret housing legislation and create program rules;
- Allocate housing assistance payment funds;
- Provide technical assistance and training to Public Housing Authorities (PHA);
- Monitor PHA's compliance with program requirements and production goals.

The Housing Authority of the City of Milwaukee has the following major areas of responsibility:

- Determine initial family eligibility;
- Certify that the units meet federal Housing Quality Standards (HQS);
- Approve the terms and conditions of the Section 8 Lease;
- Make Housing Assistance Payments to owners;
- Monitor program performance & compliance with Federal and State laws & regulations;
- Screen tenants for violent, criminal and drug activities;
- Debar Owners.

The Owner has the following major responsibilities:

- Screen the family for selection, suitability, and leasing;
- Comply with the Housing Assistance Payments Contract, the lease, and lease addendum;
- Perform normal landlord functions during tenancy (e.g., grounds and building maintenance, and lease termination and evictions.);
- Collect from the tenant the amount of rent approved by the Housing Authority and specified in the lease.

The Family's responsibilities include:

- Abide by the requirements of the lease and lease addendum;
- Abide by HUD mandated family obligations or responsibilities, which include:
Providing income and family information required by the Housing Authority of the City of Milwaukee.
- Find an approvable unit;
- Pay the tenant portion of the rent as approved by the Housing Authority to the owner;
- Maintain the unit in accordance with the lease;
- Cooperate with the HACM in annual and special inspections.

FAMILY PARTICIPATION

To participate in the program a family must apply for the program assistance during open enrollment. The family must be determined income eligible to receive voucher choice benefits. A family may choose to rent any unit of appropriate size that meets the programs Housing Quality Standards (HQS). The family is responsible for total payment of the security deposit and the total rent until the unit is approved for program participation.

OWNER PARTICIPATION

Participating property owners shall comply with the U S Department of Housing and Urban Development (HUD) regulations but retain control of the rights and responsibilities traditionally held by property owners.

Owner/landlord cooperation and assistance is a major factor in the success of the Section 8 Existing Housing Program. The Housing Authority of the City of Milwaukee appreciates all owner interest and efforts. If an owner/landlord require additional Section 8 Program information, he/she may contact Debra LaRosa, Program Director at (414) 286-5647 or Pooja Dhaliwal, Assistant Program Director at (414) 286-5640.

Steps in Owner Participation

No application or registration is required. Prospective landlords are contacted directly by voucher choice holders who are searching for a place to live or wish to use Section 8 assistance for their current rental unit. If an owner wishes to advertise his/her unit(s) directly to Voucher Choice holders, he/she may submit a property list by calling (414) 286-5659 or by fax (414) 286-5094. The owner should also include a contact person and telephone number, property address, and number of bedrooms, available date, amount of rent and if the unit is wheelchair and/or handicapped accessible.

1. A landlord should first verify that the person has been issued a current Voucher Choice subsidy from the HACM. The landlord is responsible for screening the applicant. The Housing Authority has not screened the family's behavior or suitability for tenancy. The landlord should review and discuss Section 8 program rules and regulations with the applicant.
2. Following the screening, the landlord and the Voucher choice holder should complete the request for Lease Approval form, (a blue and pink form which the Voucher Choice holder will provide) and the form must be submitted to the office in person.
3. After the return of the completed form, the Housing Authority staff person will schedule a Housing Quality Standards inspection. No charge is required for this inspection. If the unit is determined eligible and passes a housing quality inspection the Housing Authority may approve a lease and contract if the following conditions are met:
 - The owner and Housing Authority come to agreement on the contract rent;
 - The Housing Authority determines that the lease is approvable;
 - The Housing Authority has received adequate proof of ownership and/or explanation of ownership contrary to City tax records.

NOTE: the Housing Authority reserves the right to modify all terms of the proposed lease in order to meet the requirements of the tenant-based Voucher Choice programs. Items, which may be modified, include the beginning date of the assisted lease and the rent to owner.

RENT REASONABLENESS REQUIREMENTS

Federal Regulations require the Rent Assistance Program to determine that the requested rent for each unit it contracts to be reasonable. The regulation further requires the program to compare the requested rent to private sector units which are similar in size, type, quality and amenities which are located in the approximate vicinity. The Rent Assistance Program also compares the units assessed value when making rent reasonableness determination. If the requested rent appears to be unreasonable, program staff will contact the owner and enter into rent negotiations. If staff is unable to amicably negotiate the rent with the owner and the tenant wishes to remain in the program the tenant must seek suitable housing elsewhere.

How the participant's portion of rent is calculated:

The gross rent is not limited by the Fair Market Rent (FMR). The rent may exceed the payment standard **IF** the family is willing to pay the difference and **IF** the unit passes a rent reasonableness test.

Federal regulations do not allow participants to spend more than 40% of their income on rent and utilities.

Example #1 (Voucher Choice Program – 2 bedroom unit)

Payment Standard	\$633.00
Contract Rent	\$550.00
Utility Allowance	<u>\$+76.00</u>
Gross Rent	\$626.00

Gross Rent 626 < 633 i.e., payment standard, therefore, tenant rent calculated as follows:

30% of Tenant Income	\$150.00
Utility Allowance	<u>\$-76.00</u>
Tenant Rent	\$ 74.00

Subsidy calculated:

Contract Rent	\$550.00
Tenant Rent	<u>\$-74.00</u>
Subsidy Amount	\$476.00

Example #2 (Voucher Choice Program – 2 bedroom unit)

Payment Standard	\$633.00
Contract Rent	\$600.00
Utility Allowance	<u>\$+76.00</u>
Gross Rent	\$676.00

Gross Rent of \$676 > \$633 payment standard, therefore, subsidy rent calculated as follows:

Payment Standard	\$633.00
30% of Tenant Income	<u>-150.00</u>
Subsidy Amount	\$483.00

Tenant Rent is calculated as follows:

Contract Rent	\$600.00
Subsidy Amount	<u>-483.00</u>
Tenant Rent	\$117.00

REQUEST FOR LEASE APPROVAL (RLA) AND INSPECTION

When an applicant finds a unit he/she wants to rent and the landlord is willing to participate in the program, the applicant and the landlord must fill out the blue color Request for Lease Approval form (RLA).

Upon receipt of the RLA the program will schedule an inspection of the unit. In order to conduct the inspection, the applicant, the landlord or an authorized representative 18 years or older must be present at the time of inspection. The Rent Assistance Program will conduct two inspections per request for lease approval. The program cannot approve a unit unless it meets the program Housing Quality Standards (HQS). The HQS is comprised of 2 source documents which are Chapter 275 of the City of Milwaukee Code of Ordinances – Titled “Building Maintenance.” Below please find the affected table of contents by subject. (Volume 2, Page 551).

SUBCHAPTER 3 MAINTENANCE

275-31	Scope
275-32	Exterior Structure
275-33	Interior Structure
275-34	Supplied and Furnished Equipment
275-35	Graffiti Abatement
275-36	Below-Grade Structures

SUBCHAPTER 4 LIGHT, VENTILATION, SPACE

275-40	Scope; Responsibility
275-41	Light
275-42	Ventilation
275-43	Dwelling Unit Limitations
275-44	Space Requirement

SUBCHAPTER 5 PLUMBING

275-50	Scope and Responsibility
275-51	Required Facilities
275-52	Toilet Rooms
275-53	Plumbing Fixtures
275-54	Water System
275-55	Sewage System

SUBCHAPTER 6 MECHANICAL HEATING AND ELECTRICAL REQUIREMENTS

275-60	Scope; Responsibility
275-61	Heating Facilities
275-62	Electrical Facilities

SUBCHAPTER 7 SANITATION AND PEST CONTROL

275-80	Scope
275-81	Sanitary Conditions
275-82	Extermination

The other document is 24 Code of Federal Regulation Section 982.401 titled "Dwelling Unit Housing Quality, Subsidy Standards, Inspection and Maintenance." Enclosed please find a table of items covered under performance requirements and acceptability criteria or Housing and Urban Development approved variation in the acceptability criteria of key aspects of Housing Quality Standards.

- A) Sanitary Facilities
- B) Food Preparation and Refuse Dispose
- C) Space and Security
- D) Thermal Environment
- E) Illumination and Electric
- F) Structure and Materials
- G) Interior Air Quality
- H) Water Supply
- I) Lead Base Paint
- J) Access
- K) Site and Neighborhood
- L) Sanitary Conditions
- M) Smoke Detectors

The Rent Assistance Program is also enclosing a copy of the complete inspection form used to evaluate each unit for initial, annual and audit inspections. Please note that the last page is used to reflect amenities and utilities include in the rent for documentation for documentation of rent reasonableness limitation.

REQUIREMENTS FOR LEAD BASED PAINT TREATMENT

Lead based paint ingested over a period of time can result in severe health problems, including brain damage or death. As a result, federal regulations now require additional treatment for defective paint surfaces in pre-1978 units which the current or prospective participant family has children less than six years of age.

A defective paint surface is a surface on which the paint is cracking, scaling, chipping, peeling or loose. For pre-1978 units occupied by current or prospective families with children six years of age, prior to repainting, defective paint surfaces may be remedied by:

1. Providing the Housing Authority with certification from a qualified lead-based paint inspector that the paint is lead free, or by
2. Treatment of defective and chewable paint surfaces by covering or removal of paint by the following methods.

Covering – Surfaces must be covered with durable materials with joints and edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

Removal – Removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydro blasting or high pressure washing with HEPA vacuum, and abrasive sandblasting with HEPA vacuum are acceptable methods of treatment.

During exterior treatment, soil and playground equipment must be protected from contamination. For both interior and exterior treatments, owners must also take action to protect tenants and their belongings from contamination associated with treatment procedures.

All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment for fine dust particles. Cleaning must be done by wet washing surfaces with lead solubilizing detergent such as tri-sodium phosphate. Waste and debris must be disposed of in compliance with Federal, State, and Local law.

Prohibited methods of removal include open flame burning or torching; machine sanding or grinding without a HEPA exhaust; uncontained hydro blasting or high pressure wash; and dry scraping.

Additional requirement – Pre-1978 units with children under six years of age with elevated blood levels (EBL) require the following:

1. The initial and periodic inspections must include a test for lead-based paint on chewable surfaces protruding up to five feet from floor or ground that are readily accessible to children under six years of age. Testing must be conducted by the City of Milwaukee Health Department or a certified inspector.
2. Lead-based paint identified on any surface must be treated as described above.
3. No testing is required if previous testing of chewable surfaces tested negative for lead-based paint or the chewable surfaces have already been treated as described above and the landlord has provided acceptable documentation.

PROPERTY OWNERSHIP TRANSFER

Owners with Section 8 contracts must report the sale or transfer of property to the Rent Assistance Program. The seller and buyer must complete and have notarized an Assignment of Housing Assistance Payment Contract Form.

To report a change of ownership and request an Assignment of Housing Assistance, please call Wanda Willford at (414) 286-5645 or email at wwilli@milwaukee.gov or call Noukone Keovilaysone at (414)-286-5644 or email at nkeovi@milwaukee.gov

OWNERSHIP AND PAYEE CHANGES

The following changes are to be reported to the program in writing along with the owner's name and telephone number(s) for verification purposes:

- Address changes of owner and/or payee
- Owner or payee name change
- Tax ID, Social Security number change
- Change in Management Company
- Change in/or additions to authority signature.

TENANT'S NAME: _____
 TENANT'S PHONE NUMBER: _____
 INSPECTION DATE: _____
 HAP No: _____

FOR OFFICE USE ONLY	1 st INSPECTION
Approved _____	Disapproved _____
Date Received _____	Pend EE _____
FOR OFFICE USE ONLY	REINSPECTION
Approved _____	Disapproved _____
Date Received _____	Pend EE _____

**CITY OF MILWAUKEE
 RENT ASSISTANCE PROGRAM
 UNIT INSPECTION REPORT**

Address of Property _____ Apt No. _____ BDR's _____ Level _____

Name of Owner _____ Owner's Telephone No. _____

Building Type: Condo/ Townhouse/ SFD/ Apt/ Duplex/ Triplex/ Multi Inspect Type: Misc/ NN/ CN/ PV/ PTM/ Reinspection/ Recer/ Complaint/ Audit

NA	OK	NOK	ITEM	OK	NOK	EXPLAIN ALL NOK CHECKS ALSO COMMENT QUALITY
			I. NEIGHBORHOOD AND SITE Commercial/ Residential/ Industrial/ SFD's/ Apts/ Duplexes/ Condos/ Townhouses/ Triplexes/ Other			ACCEPTABLE
			1. Walkways			
			2. Service Stairs (Concrete)			
			3. Front Lawn			
			4. Yard (Available to tenant + -)			
			5. Fences			
			6. Excessive Trash			
			7. Adequate Rubbish Storage			
			8. Rodents and/or Vermin			
			9. Fire Hazards			
			10. Excessive Noise/Abnormal Air Pollution			
			11. Garage/Parking Area			
			12. Other			
			13. Scope Min. Mod. Ext.			
			II. UNIT EXTERIOR Aluminum Siding/ Vinyl Siding/ Slat/ Wood Siding/ Brick Masonry/ Asphalt Stucco			ACCEPTABLE
			1. Porches			
			a. Railings			
			2. Stairs			
			a. Handrails			
			3. Foundation			
			4. Walls			
			5. Trim			
			6. Roof/Chimney			
			7. Gutters			
			8. Downspouts			
			9. Doors			
			10. Windows Comb. Storms/ Wood Frame Storms/ Thermo			
			11. Storms / Screens			
			12. Other			
			13. Scope Min. Mod. Ext.			
			III. UNIT INTERIOR A. LIVING ROOM W/Foyer W/Diaette W/Alcove W/sun room			ACCEPTABLE
			1. Door			
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave / Fair / Poor)			
			9. Other			
			B. DINING ROOM			ACCEPTABLE N/A
			1. Door			
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave / Fair / Poor)			
			9. Other			

NA OK NOK

OK NOK EXPLAIN ALL NOK CHECKS ALSO COMMENT QUALITY

NA	OK	NOK	DESCRIPTION	OK	NOK	EXPLAIN ALL NOK CHECKS ALSO COMMENT QUALITY
			C. BATHROOM- FULL / HALF			
			1. Door			ACCEPTABLE
			2. Light Switch			
			3. Light Fixture			
			4. Outlets			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Vented Property/Vent Fan			
			9. Ceiling (Good / Ave/ Fair / Poor)			
			10. Shower W/ Makeshift Shower			
			11. Bathtub			
			12. Fixed Basin W/ Vanity			
			13. Toilet			
			14. Other			
			D. KITCHEN W/ Pantry W/ Nook / Dinett			
			1. Door			ACCEPTABLE
			2. Light Switch			
			3. Light Fixture			
			4. Outlets			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave/ Fair / Poor)			
			9. Cabinets / Food Storage Area			
			10. Sink W/ Hot & Cold Water			
			11. Stove, Type: Gas Electric			
			12. Refrigerator-Size <=17 cu ft > 17 cu ft			
			13. Food Preparation Area			
			14. Proper Disposal for Food Waste			
			15. Other			
			E. BEDROOM-LOC 1-2 N E W S Fr C R			
			1. Door			ACCEPTABLE
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave/ Fair / Poor)			
			9. Smoke Detector			
			10. Other			
			BEDROOM-LOC 1-2 N E W S Fr C R			
			1. Door			ACCEPTABLE N/A
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave/ Fair / Poor)			
			9. Smoke Detector			
			10. Other			
			BEDROOM-LOC 1-2 N E W S Fr C R			
			1. Door			ACCEPTABLE N/A
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave/ Fair / Poor)			
			9. Smoke Detector			
			10. Other			
			BEDROOM-LOC 1-2 N E W S Fr C R			
			1. Door			ACCEPTABLE N/A
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile/ Linoleum			
			6. Walls (Good / Ave/ Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave/ Fair / Poor)			
			9. Smoke Detector			
			10. Other			

NA	OK	NOK	ITEM	OK	NOK	EXPLAIN ALL NOK CHECKS ALSO COMMENT QUALITY
			BEDROOM-LOC 1-2 N E W S Fr C R			
			1. Door			ACCEPTABLE N/A
			2. Light Switch			
			3. Overhead Light Fixture			
			4. Outlets (2 w/o OLF)			
			5. Floor (Good / Ave / Fair / Poor) Hrdw / Carpet / Tile / Linoleum			
			6. Walls (Good / Ave / Fair / Poor)			
			7. Windows			
			8. Ceiling (Good / Ave / Fair / Poor)			
			9. Smoke Detector			
			10. Other			
			HALLWAY			ACCEPTABLE N/A
			1 Front 4 Stairwell			
			2 Interior 5 Attic			
			3 Back 6 Common			
			1. Door			
			2. Light Switch			
			3. Light Fixture			
			4. Stairs			
			a. Handrails			
			5. Floor			
			6. Walls			
			7. Windows			
			8. Ceiling			
			9. Other			
			BASEMENT / UTILITY ROOM			ACCEPTABLE N/A
			1. Stairs			
			a. Handrails			
			2. Furnace, Type: Gas FA / Gas Fired Boiler Gas Gvty / Oil FA / Elec Bsrbd / Gas Space Htr			
			a. Wiring			
			b. Ventilation			
			c. Thermostat (Unit)			
			3. Water Heater Type: Gas / Electric			
			a. Control Switch			
			b. Emergency Release Valve			
			c. Size: 30 gal / 40 gal			
			d. Overflow Pipe			
			e. Ventilation			
			4. Light Switch			
			5. Light Fixtures Circuit Breakers / Fuses			
			6. Floor			
			7. Walls			
			8. Windows			
			9. Standing Water / Sump Pump			
			10. Smoke Detector			
			11. Other			
			GENERAL			ACCEPTABLE N/A
			1. Private Entrance			
			2. Adequate Air Circulation			
			3. Alternate Exit / Second Means of Egress			
			4. Fire Hazards			
			5. Smoke Detectors (Unit)			
			6. Rodents and/or Vermin / Prof Extermination			
			7. Window Pins / Deadbolt Locks			
			8. Other / Utilities / Lead Abatement			

WEATHER FACTORS:

PHOTO(S) ON FILE:

MISCELLANEOUS: GENERAL COMMENTS

AUDIT RECOMMENDATIONS: REASONS

BROCHURE/S HANDED OUT:

LEAD BASED PAINT / WINDOW PINS AND DEAD BOLTS / SMOKE DETECTOR / DRYER VENTS

TENANT REFUSED INSPECTION - NO SHOW INSPECTION ARRIVED _____ LEFT _____

TENANT HOUSEKEEPING - Comments

Outside:	Excellent	Very Good	Good	Average	Fair	Poor	N/A
Inside:	Excellent	Very Good	Good	Average	Fair	Poor	N/A

INTERIOR RATING				QUALITY OF REPAIRS
1 st RE		1 st RE		1 st RE
1. 1. Excellent		A. A. New Construction		1. 1. Excellent
2. 2. Very Good		B. B. Five to twenty years old		2. 2. Very Good
3. 3. Good		C. C. Older Building excellently maintained		3. 3. Good
4. 4. Average		D. D. Substantial rehabilitation		4. 4. Average
5. 5. Fair		E. E. Well maintained		5. 5. Fair
6. 6. Poor		F. F. Some rehabilitation done in past years		6. 6. Poor
7. 7. Unacceptable		G. G. Maintained above average		7. 7. Unacceptable
EXTERIOR RATING		H. H. Maintained average		
		I. I. General cosmetics will improve ratings		
1. 1. Excellent		J. J. Floor plan good, average, fair or poor		
2. 2. Very Good		K. K. Minimum repair effort to just meet standards		
3. 3. Good		L. L. Repairs required to obtain code level		
4. 4. Average		M. M. Major work required		
5. 5. Fair		N. N. Structurally questionable, but livable		
6. 6. Poor		O. O. Too costly to make repairs, and results likely to be marginal		
7. 7. Unacceptable				

1. STATEMENT: 1ST INSPECTION

I, _____, Owner / Agent / Tenant (circle one), certify that I accompanied the Rent Assistance Program inspector during the inspection of the unit located at _____ (Address)
 _____ (Date/Time)

X _____ (Telephone Number)

2. STATEMENT: REINSPECTION

I, _____, Owner / Agent / Tenant (circle one), certify that I accompanied the Rent Assistance Program inspector during the inspection of the unit located at _____ (Address)
 _____ (Date/Time)

X _____ (Telephone Number)

3. INSPECTOR'S STATEMENT:

I, hereby certify that I have inspected the dwelling unit and structure located at _____ and that this dwelling unit and structure

1ST INSPECTION

REINSPECTION

Complies / Does Not Comply / Complies Pending EE

Complies / Does Not Comply / Complies Pending EE

(Circle One)

with the housing quality standards of the Federal Government and local ordinance as delineated in this Milwaukee Rent Assistance Program Dwelling Unit Checklist.

1ST INSPECTION

REINSPECTION

 (Signature of Rent Assistance Inspector)

 (Signature of Rent Assistance Inspector)

 (Date)

 (Date)

TENANT NAME:

TENANT ADDRESS:

COMPARABLE ADDRESS:		A:		B:	
CONSIDERATIONS	DATA	DATA	- ADJUSTMENTS +	DATA	- ADJUSTMENTS +
UNIT TYPE: Condo, Townhouse, SFD, Apt, Duplex, Triplex, 4 Family/Multi					
YEAR BUILT (EST.)					
SQ. FT. AREA (EST.)					
NUMBER OF ROOMS					
NUMBER OF BATHS					
NUMBER OF BEDROOMS					
BALCONY - TERRACE - PATIO					
GARAGE - PARKING SPACE					
A/C: CENTRAL - WINDOW UNIT					
RANGE - OVER - MICROWAVE					
REFRIGERATOR					
DISPOSAL					
VENT FAN (KITCHEN)					
DISHWASHER					
CARPET: OLD - NEW					
DRAPES - CURTAINS: OLD - NEW					
BLINDS - RODS - SHADES					
RECREATION: INDOOR - OUTDOOR					
HEAT TYPE: GAS - OIL ELECTRIC					
COOK FUEL: GAS - ELECTRIC					
ELECTRICITY					
HOT WATER: GAS - ELECTRIC					
COLD WATER: SEWER					
BASEMENT					
STORAGE AREA - ATTIC					
ELEVATOR: YES - NO					
OCCUPANCY: YEARS - MONTHS					
RENT FROM RELATIVE: YES - NO					
VACANT OR OCCUPIED AT RE-INSPECTION					
UNIT RENT (PER MONTH)					
ADJUSTMENTS					
TOTAL ADJUSTMENTS					
COMPARABLE FINAL ADJUSTED RENT					

INSPECTOR: _____ DATE: _____

REVIEWER: _____ DATE: _____

NARRATIVE

WITHIN RANGE AND BELOW FAIR MARKET RENT

Similar units in the area rent for \$_____ to \$_____.

Subject's rent (is) (is not) within the range. Gross rent of \$_____ (does)

(does not) exceed Fair Market Rent of \$_____. Unit was rated as _____

which is (an improvement) (the same) (a decline) (first year) from previous rating.

Unit has had _____ complaint inspections, which indicates that property

management is (adequate) (inadequate). Subject's rent, which represents a

_____ % (increase) (decrease) (first year) is reasonable.

- If mounted on the ceiling, then at least 4 inches from a wall.

- If mounted on a wall, then between 4 to maximum 12 inches from the ceiling. (There is usually a dead air space where the ceiling and wall meet.)

- Mounting within 3 feet of the highest part of any peaked or sloped ceiling.

- At least 3 feet away from any window, door, air conditioner or heat vent where drafts could prevent smoke from reaching the alarm.

- Do not install alarms in areas of temperature extremes, excess humidity or heavy dust, such as in bathrooms, unheated garages or closed attics.

Annual testing of smoke alarms is now required!

If you have battery operated smoke alarms, they are required to be tested in accordance with sect. 214-23 of City of Milwaukee Code of Ordinances Vol. II. This section of the code requires the owner to test the function of the alarm in accordance with the manufacturer's requirements. This must be done once a calendar year. This testing requirement affects all residential uses that have battery operated smoke alarms including one and two family dwellings. The owner can assign this task to an agent on his behalf but the owner is responsible to ensure that it is done and is responsible to produce a report.

This report needs to include:

1. Property Owner's name.
2. Address of property where testing was performed.
3. Date on which the testing was performed.

4. Number of alarms that were tested.

5. Outcome of each test – functioned properly or failed to respond.

6. List of which alarms failed and how they will be or were repaired with time frame.

7. The name, phone number and property relationship of the person who performed the test.

What maintenance is required?

Proper maintenance will help your alarm protect you. Be sure to:

- Change batteries at least once a year or more often if the low battery warning activates. Follow manufacturer's specifications for brand and battery type. Not ALL 9 volt batteries fit in ALL smoke alarms. Look for battery brand and type inside or on the bottom of the alarm.

- Gently vacuum off any dust on the cover at least once a month using your soft brush attachment.

- Never use water, cleaners or solvents since they may damage the unit.

- If you've lost the smoke alarm instructions, there may be some basic information, including the manufacturer's address, on the alarm itself. You may also be able to locate the manufacturer on the Internet where they may provide maintenance instructions.

Is there anything else?

Landlords should inform tenants in writing of the smoke alarm maintenance requirements. Tenants are responsible for maintaining the smoke alarms in their dwelling units. Landlords are responsible for maintaining smoke alarms in all public areas.

Tenants are responsible for informing their landlords in writing of any smoke alarm problems in their apartment. The landlord has five days from receipt of the notice to correct the problem. If a landlord has a problem with a tenant or vice versa regarding these requirements, call Department of Neighborhood Services at 286-2268 to make a complaint.

It is recommended that you replace batteries on a set date each year, such as your birthday, lease renewal date or daylight savings time and then mark the battery with its installation date. It is recommended that tamper-resistant alarms, or preferably, house current powered alarms be installed if there is a problem with battery removal or disconnection.

It's still up to you to have an adequate escape plan. You should have at least two ways to escape from a fire and an outside meeting location for everyone in the household, then contact the fire department. Also, smoke alarms are not a replacement for fire prevention. Look at your property for sources of fires and eliminate or reduce them.

So check it tonight! Your home's smoke alarm and those in any rental properties need to work in order to protect life and property. And besides...



It's the Law!



It's a Fact!

Smoke Alarms SAVE LIVES!



produced by the

Department of
Neighborhood Services
841 N. Broadway Rm 104
Milwaukee WI 53202
(414) 286-3441
www.milwaukee.gov/dns


City
of
Milwaukee



SMOKE ALARMS

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**IN WISCONSIN
IT'S THE LAW**



Wisconsin law requires every home and residential building to be protected by smoke alarms. Owners must install and maintain all smoke alarms in the common areas of the building. Tenants are required to maintain any smoke alarm in their unit and must inform the owner of any smoke alarm problems. Additional smoke alarm requirements may apply to group homes, rooming houses, and the residential area of mixed-use buildings. For more details, call the Department of Neighborhood Services.

Why are smoke alarms necessary?

Fire departments responded to 1.6 million fires in the United States in 2003. While tornadoes average 70 deaths a year, fires killed over 3,900 people in 2003, most of them in the home. Seventy percent of all home fire fatalities occur in homes where there are no smoke alarms or no working smoke alarms, a report from the National Fire Protection Association (NFPA) has found. Despite a drastic rise in home smoke alarm use over the last 25 years, nearly one-quarter of the home smoke alarms in reported fires are not working.

What kind of smoke alarms are required?

All smoke alarms shall be approved by Underwriters Laboratories (UL). Ionization or photo-electric types will detect smoke. (Heat detectors, which respond slower, may only be used in addition to smoke alarms.) For multi-family housing (3 or more living units) and all one and two family dwellings built prior to January 1, 1983, the smoke alarms may be self-contained battery-operated smoke alarms.

**New "HUSH" type required
If near cooking device**

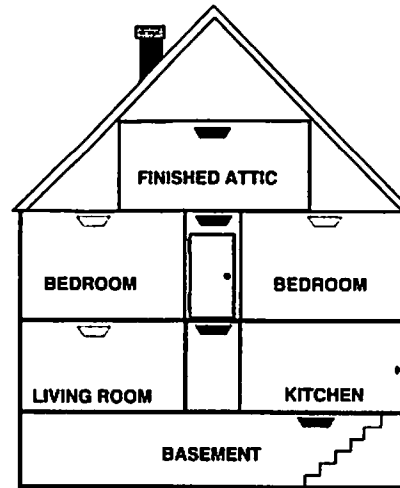
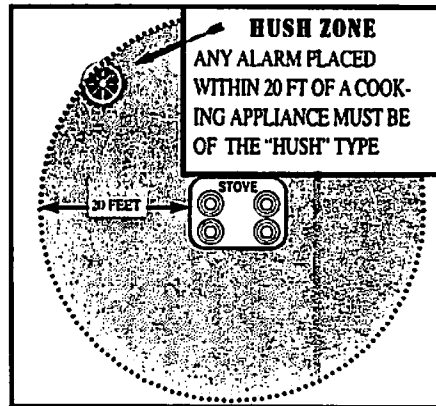
By September 21, 2005, every owner shall be required to ensure that any *smoke alarm located within 20 feet* of the primary cooking appliance within each dwelling unit has a silencing switch (hush button).

In newer (built after 1/1/83) multi-family and one/two family dwellings, smoke alarms must be permanently wired to an unswitched electrical circuit and interconnected with an alarm or with the fire alarm system if one is present.

What is a battery operated smoke alarm with a silencing switch (hush button)?

Standard battery operated alarm devices typically incorporate the detector, the control equipment, and the alarm-sounding device in one unit operated from a power supply within the unit (battery). The silencing switch feature allows a user to cancel the alarm sound for a period of 7 to 15 minutes depending on the type of unit. This is done by pushing the silencing switch on the device. The intent is to discourage users from disconnecting the battery when a false alarm is sounded due to smoke from cooking.

How many and where must smoke



Required Detectors
Recommended Detectors
Bedroom doors should be closed with a detector in each bedroom for best protection.

alarms be installed?

FOR ONE AND TWO FAMILY HOMES, the owner must install at least one smoke alarm in the basement of the dwelling unit and on each floor level except an unfinished attic or storage area and not in the kitchen.

If the floor level contains a sleeping area, the alarm shall be installed within 6 feet of the sleeping area. If the alarm is within 20 feet of the primary cooking appliance, by September 21, 2005, this alarm must have a silencing switch (hush button) feature.

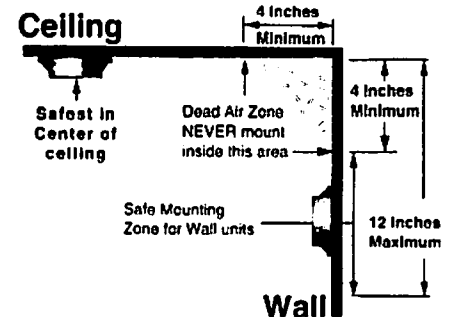
The 20 foot rule applies to the travel path to any open corridor. It ends when separated by a door or a wall. (See diagram.)

FOR APARTMENTS AND MULTI-FAMILY HOMES, the owner must install at least one alarm:

- In the basement
- At the head of every stairway on each floor level in the building.
- Either in each sleeping area of each unit or elsewhere in the unit within 6 feet of each sleeping area. If the unit contains 2 or more separate sleeping areas, each sleeping area shall be provided with a smoke alarm.
- Not in the kitchen
- If the alarm is *within 20 feet of the primary cooking appliance*, by September 21, 2005, this alarm must have a silencing switch (hush button) feature.

How should they be installed?

- They should be installed per the manufacturer's instructions. Typical requirements for alarms include:
- Mounting on the bottom of exposed basement ceiling joists.





Carbon monoxide poisoning endangers lives.

Local municipal building officials are the best source of information concerning carbon monoxide alarms in new construction.



In the future, fire department inspectors will be checking the installation of CO alarms during annual fire safety inspections.

The Department of Commerce is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternate format, please contact the department at 608-266-3151 or TDD Relay dial 711 in Wisconsin, 800 947-3529 outside.

Statutory Installation Requirements in 2007 Wisconsin Act 205

(2) INSTALLATION REQUIREMENTS. (a) Except as provided in par. (b), the owner of a residential building shall install a carbon monoxide detector in all of the following places not later than the date specified under par. (c):

1. In the basement of the building if the basement has a fuel-burning appliance.
 2. Within 15 feet of each sleeping area of a unit that has a fuel-burning appliance.
 3. Within 15 feet of each sleeping area of a unit that is immediately adjacent to a unit that has a fuel-burning appliance.
 4. In each room that has a fuel-burning appliance and that is not used as a sleeping area. A carbon monoxide detector shall be installed under this subdivision not more than 75 feet from the fuel-burning appliance.
 5. In each hallway leading from a unit that has a fuel-burning appliance, in a location that is within 75 feet from the unit, except that, if there is no electrical outlet within this distance, the owner shall place the carbon monoxide detector at the closest available electrical outlet in the hallway.
- (b) If a unit is not part of a multiunit building, the owner of the residential building need not install more than one carbon monoxide detector in the unit.

Find this carbon monoxide brochure online: <http://commerce.wi.gov/SB/SB-PubCarbMonoBroch209.pdf>

S&B also has a "Making Wisconsin Nights Safer" smoke detector brochure online: <http://commerce.wi.gov/SBdocs/SB-SmokeAlarmBroch8282.pdf>

Carbon monoxide alarms must be installed in most new commercial - residential construction in Wisconsin as of October 1, 2008,



and in most existing commercial - residential buildings by 2010

Beginning October 1, 2008, carbon monoxide (CO) alarms must be installed in new Wisconsin construction of "commercial" residential buildings which have fuel-burning appliances.

Most one- and two-family dwellings are not included in the regulations, although installing CO alarms in those homes is a good idea.

*The residential types included in the new regulations are tourist rooming houses (cabins), bed and breakfast establishments, and any public building used for sleeping or lodging, such as hotels, motels, condominiums, apartment buildings, dormitories, fraternities, sororities, convents, seminaries, jails, prisons, home shelters, and community-based residential facilities. Hospitals and nursing homes are not included.

<http://commerce.wi.gov/SB/SB-PubCarbMonoBroch209.pdf>

Safety and Buildings Division
commerce.wi.gov



SPD-10442 (R2/09)

Carbon monoxide is dangerous!

Carbon monoxide (CO) is a colorless, odorless gas produced by incompletely burning fuel containing carbon. Carbon monoxide poisoning can cause brain damage and death. You can't see it, smell it, or taste it; but carbon monoxide can kill. CO can be formed, for example, by open flames, or fuel-burning space heaters, water heaters, furnaces, boilers, and clothes dryers.

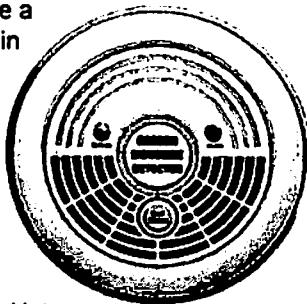
- Carbon monoxide is the leading cause of accidental poisoning deaths in the United States. The federal Centers for Disease Control estimates CO poisoning annually claims nearly 500 lives, and causes more than 15,000 visits to hospital emergency rooms.

- Carbon monoxide is produced by common household fuel-burning appliances. When not properly vented, carbon monoxide from these appliances can build up in a room or building, displacing oxygen.

- Early symptoms of carbon monoxide poisoning such as headaches, nausea, and fatigue, are often mistaken for something other than CO because the deadly gas goes undetected as it builds up in a building. Prolonged exposure can lead to brain damage and death.

What is a carbon monoxide alarm?

A carbon monoxide alarm is a device that will detect the presence of carbon monoxide (CO) and create a noise which gives people in the area a chance to safely leave the building. CO alarms by themselves are not smoke detectors and vice versa. However, there are combination smoke/CO alarms. CO alarms are usually plugged into a wall electrical outlet or wired directly into a building's electrical system.



What are the new requirements in Wisconsin for carbon monoxide alarms?

The new regulations were issued as emergency rules by the state Department of Commerce, Safety and Buildings Division, as required by April 2008 legislation titled "2007 Wisconsin Act 205."

See the emergency rules for current technical aspects of alarm locations, etc.
<http://commerce.wi.gov/SBdocs/SB-CodeDev2162Emerg0908.pdf>

Requirements for new tourist rooming houses (cabins under the scope of Wisconsin's Uniform Dwelling Code, Comm 21.095) as of October 1, 2008:

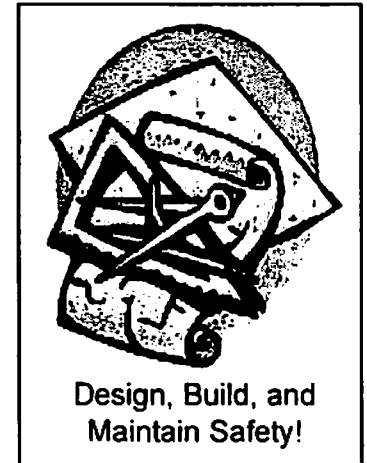
- Installation of carbon monoxide alarms where any type of fuel burning appliances are installed.
- The carbon monoxide alarms must be continuously powered by the building's electrical service with battery backup.

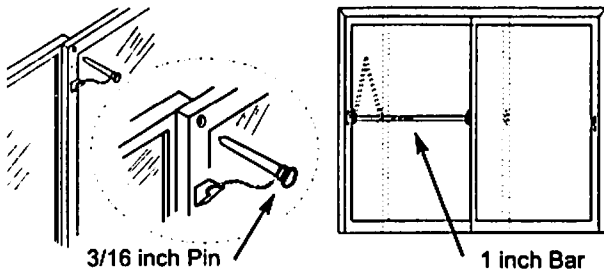
Requirements for new commercial - residential buildings as of October 1, 2008 (Commercial Building Code, Comm 62.1200):

- Installation of carbon monoxide alarms where any type of fuel burning appliances are installed.
- The carbon monoxide alarms must be continuously powered by the building's electrical service with battery backup.

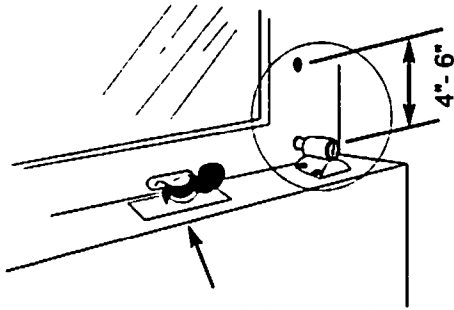
Requirements for commercial - residential buildings existing on October 1, 2008, or receiving plan approval prior to October 1, 2008 (Act 205 itself, not the emergency rules, puts in place these requirements for existing tourist rooming houses):

- Installation of carbon monoxide alarms by April 1, 2010.
- No mandatory type of power sources for the carbon monoxide alarms, thereby allowing batteries, electrical outlet plug-ins, or wiring directly to the building's electrical service.
- Omission of carbon monoxide alarms is allowed provided there are no attached garages and all of the fuel burning appliances are of sealed combustion type either under warranty or annually inspected for carbon monoxide emissions.





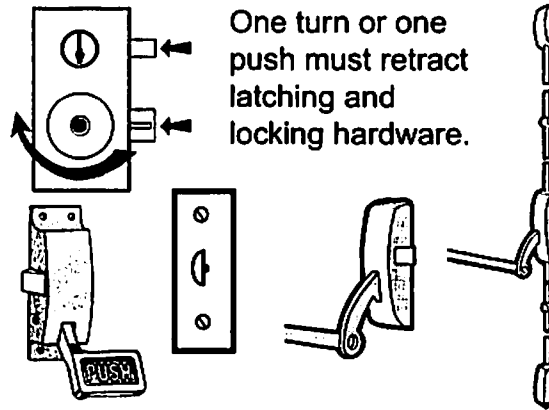
6. Sliding doors must be pinned where they overlap with at least a 3/16" diameter pin or have at least a 1" diameter bar between the sliding portion of the door and the frame which prevents the sliding portion from moving. A 1" broom handle laid in the track is a popular and inexpensive item to use here.



Window latch is NOT enough.
You must have other protection.

7. Occupants should be able to latch windows closed and to also allow airing without the risk of intruders quietly sliding the window further open. Wood double hung windows must have a latch or lock which prevents the window from being opened from the outside and a device which will allow the window to be fixed in an open position of not less than 4" nor more than 6". The device should be moveable to allow the window to be opened from the inside. Latches on storm windows or screens do not meet the requirements. Window pins or nails through the sash will work. Also surface-mounted sliding tabs may be used if aesthetics are an issue.

Security screens or bars which may only be removed from inside the building satisfy the requirements.



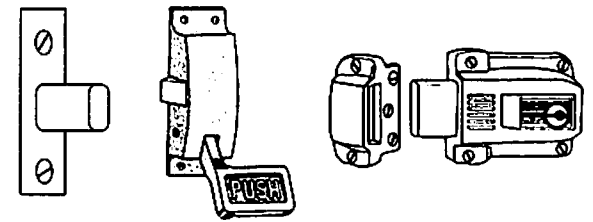
Special Requirements for Common Exit Doors & Multi-Units

In the event of a fire at an apartment or multi-unit residence, many people must exit through common doors. These doors may not be keyed from the inside and must be able to be opened with a single motion. Unlike the deadbolts required on all the doors of individual units, the common exiting doors, unless exempt as stated earlier, should have a single knob or handle that retracts the deadbolt and opens the door in a single motion, or a lock with a dead latch, or be protected by a tamper resistant plate. Push bar doors, paddle bars, top and bottom retracting push bars set in steel frames may meet this requirement.

Maintenance for Owners/Tenants

1. Owners are responsible for maintaining permanently attached devices such as locks, latches and deadbolts and strikes.
2. Tenants are responsible for maintaining devices such as window pins or bars in tracks on sliding doors which are not permanently attached.
3. Tenants must notify owners in writing if a security device is defective and the owner shall make the necessary repairs within 10 days.
4. If an owner fails to make repairs after being ordered to do so by the Dept. of Neighborhood Services (DNS), the City can make the repairs and charge the owner.

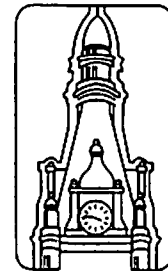
Security...



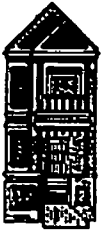
ANSWERS FOR BUILDING OWNERS, LANDLORDS AND TENANTS

An ordinance designed to delay and deter criminal activity while preserving a person's ability to make a safe emergency escape.

City
of
Milwaukee
Department
of
Neighborhood
Services



841 N. Broadway
Milwaukee, WI 53202
286-2268



WHO NEEDS DEADBOLTS?

A secure building provides protection from intruders. That is an immediate benefit for tenants, and tenant stability is a long-term benefit for landlords. At the same time, there must be requirements for a speedy exit in the event of an emergency. That is why the City of Milwaukee has set door and window security requirements for rental residential buildings.

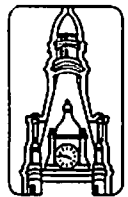
WHAT NEEDS TO BE SECURE

Criminals seek a convenient way to enter and exit buildings. Prime targets are sliding or swinging exterior doors and wood double-hung windows. When these openings are accessible by stairs or permanently affixed ladders or when they are within 10 feet of the ground they must be protected by security devices. These are required on main doors, not storms and screens. Doors between dwelling units and doors into a public corridor are also covered by the ordinance.

Police records indicate many break-ins occur by burglars climbing up to second floor porches. For better security, a prudent person will secure these doors or windows as well, even though they are not within 10 feet of the ground.

Different requirements apply to different buildings depending on when the building was built. Buildings built after June 24, 1989 meet a higher security level than those listed in this brochure. You can obtain a copy of these requirements from the Development Center at 286-8211. This brochure focuses on new elements of the law that affect buildings built before June 24, 1989. These requirements became effective in September 1991.

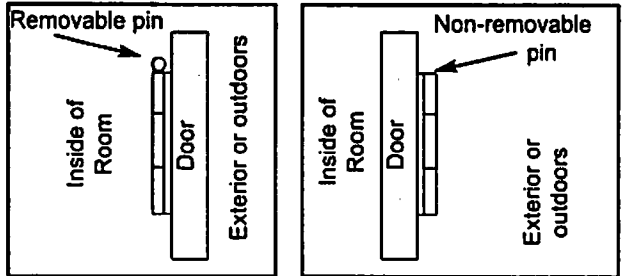
First contact your landlord if you have a lock problem. If there is no response, then contact the Dept. of Neighborhood Services at 286-2268.



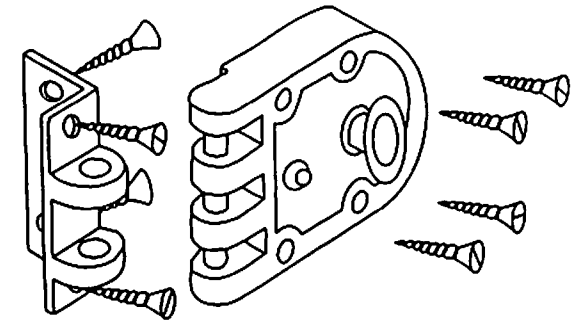
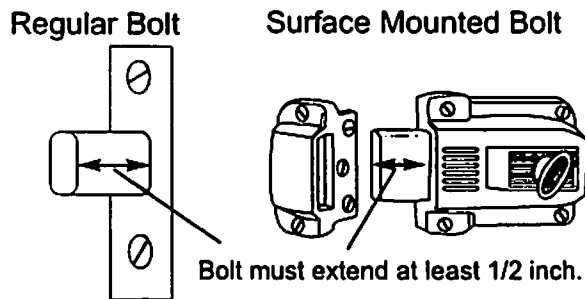
EXCLUSIONS

Owner occupied single family residences and owner occupied units in other residential buildings built before June 24, 1989, are excluded from these security requirements. Storm and screen doors which are not the primary door are excluded. Also excluded are exterior entrance doors which are monitored on a 24-hour basis by a security guard or are controlled from the dwelling unit and are connected by voice or signal communication, and entrance doors to hallways less than 25 ft. long which do not connect with any other unsecured hallways or basements. Entrances monitored by television may be exempted if the lock is protected from being jimmied, or has an electronically controlled latch.

Specific Requirements For Buildings constructed before June 24, 1989

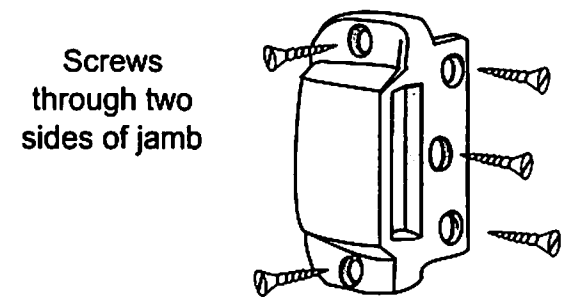


1. Hinge pins on the exterior of the door must be non-removable or only removable with special tools.
2. Doors to individual units must have a deadbolt mounted within or upon the door with at least a 1/2 inch bolt or a surface mounted vertical bolt. At least one door must have a deadbolt which can be opened with a key from the outside of the door.



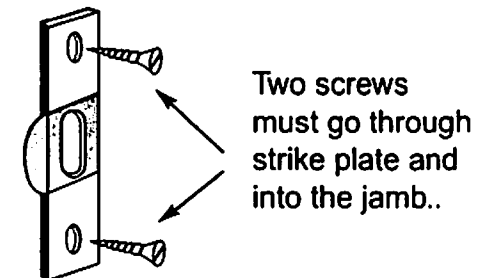
Surface Mount Vertical Deadbolt

3. Strikes for surface mounted locks must be attached to TWO sides of the frame and must be installed with screws through the face of the jam.



4. Strikes for deadbolts inside of doors must be fastened with at least two screws.

5. All door frames must be wood or metal.



Two screws must go through strike plate and into the jamb..

(Continued on back side)

DANGER: It is not advisable to have locks keyed on the inside. In the event of a fire, searching for a key may prevent a quick escape.

ATTACHMENT A-LEAD-BASED PAINT PROCEDURES

OWNER'S LEAD-BASED PAINT RESPONSIBILITIES

Housing built before 1978 may contain lead-based paint. Lead from paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to your children and pregnant women.

To guide you in the correction of defective paint and treatment of painted surfaces containing lead, the following information has been condensed from the current law (CFR 982.401), Lead-based Paint, Safe Treatment Methods and Owner Responsibilities in Section 8 housing.

SAFE TREATMENT METHODS

- Wet scraping or sanding
- Chemical scraping-except paint stripper containing ethylene chloride
- Replacement of painted components or covering surface with durable material caulked and sealed
- Scraping with infrared or coil-type heat gun with temperature below 1,100 degrees F.
- HEPA vacuum sanding
- HEPA vacuum needle gun
- Abrasive sanding with HEPA vacuum
- Contained hydro blasting or high pressure wash with HEPA vacuum
- A HEPA vacuum is available at the City of Milwaukee Health Department, Phone Number (414) 286-0387

OWNER RESPONSIBILITIES TO RESIDENT'S DURING TREATMENT

- Protect resident and belongings while treatment is in process:
- Residents may not enter area undergoing treatment until cleanup is complete
- Residents furniture and belongings must be covered in treatment area
- Remove all paint debris from the area-contain in closed plastic bag and remove from unit
- Clean up area or room treated (floors etc.) using lead-specific or household detergent containing trisodium phosphate
- Protect outside ground surface from contamination when scraping exterior surfaces

PROHIBITED TREATMENT METHODS

- Dry sanding except around electrical outlet and small interior area not exceeding two square feet (2sq.ft.)
- Open flame burning or torching
- Machine sanding, blasting or grinding without HEPA vacuum and exhausted equipment
- Heat gun above 1,100 degrees F.

HELPFUL HINTS (Not Law)

- The key to safe practices in treatment of defective paint-work wet and work cleanup
- Six Millimeter (6mm) polyurethane plastic taped to baseboards covering the floor area adjoining treatment areas is very effective in catching debris. Carefully fold plastic after treatment and place in closed plastic bag for disposal. This method is also effective in exterior scraping operations.
- Sanding paper especially designed for wet sanding is readily available in hardware stores.
- A plastic spray bottle filled with water is excellent for wetting surfaces before scraping and sanding and greatly reduces dust and cleanup efforts.
- Workman should use a dust mask and eye protection during treatment
- Do not use canvas or fabric drop clothes-dust remains in the material and causes lead dust to be spread everywhere the cloth is taken.

EXEMPTION

- Exempt may be granted from the above-mentioned treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint as defined in CFR 982.401 (HUD defines lead-based paint as "a painted surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg cm²) or 0.5 percent by weight or 5000 parts per million (PPM).
- For purposes of this section, a qualified lead-based paint inspector is a state or local health agency, lead-based paint inspector certified or regulated by a state or local health or housing agency, or an organization recognized by HUD.

LEAD ALERT

As of September 15, 2000 new lead regulations go into effect that will seriously affect the inspection process of Section 8 Rental Units.

All inspections will include a visual inspection of deteriorating surfaces.

- If deteriorating surfaces are found Paint stabilization must be performed

Paint Stabilization includes:

- Physical defects in the substrate causing deterioration of the surface or component shall be repaired before treatments. (Dry rot, rust, moisture defects, etc.)
- All loose paint and other loose material shall be removed from the surface before applying new paint. (Acceptable methods-wet scraping, wet sanding, power sanding with HEPA filter local exhaust attachment)
- Dry sanding or scraping is permitted only: in conjunction with a heat gun or within 1 foot of electrical outlets or when treating effective paint spots totaling no more than 2 sq. ft interior or 20sq. ft exterior.
- Shall include the application of new paint or protective coats. Surface substrate shall be dry and protected from future moisture damage before new coat is applied.
- Shall use safe work practices.

Interim Controls are also acceptable

Interim control measures include:

- Paint stabilization of deteriorated paint (see above)
- Treatments of friction and impact surfaces where dust level are above the hazard level
- Dust Control
- Lead-contained soil control

All work must be done in accordance with HFS 163 (State Lead Rule) call 1-800-LEADFYI for information. www.hud.gov/lea/leahome.html

Upon Re-inspection a clearance must be performed:

- Clearance will be performed by a person certified to perform risk assessments or lead-based paint inspections.

Required activities: Clearance shall include a visual assessment, dust sampling, submission of samples for analysis for lead, interpretation of sampling results, and preparation of a report.

- Clearance report; provides documentation of the hazard-reduction or maintenance activity as well as clearance examination.
- Other hazard reduction activities and maintenance activities requiring clearance shall include a clearance report.