

## TBRA Program Lead Compliance Document Checklist

The following documents should be in each TBRA unit file to document compliance with the lead requirements:

Document Name	Purpose	✓
Application	documents age of children	
Lead Safe Housing Rule Screening Sheet	Documents exemptions	
Physical inspection form (HQS or equivalent)	Documents visual assessment results	
Owner Certification	Owner certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization and that ongoing monitoring will occur	
Clearance Report	Documents that unit passed clearance	
Disclosure Form	Documents that tenant received disclosure and pamphlet.	
Lead Hazard Reduction Notice	Documents that tenant received required lead hazard reduction notification.	
Documentation of ongoing maintenance activities: <ul style="list-style-type: none"> <li>• Inspection reports – from annual and turn-over inspections</li> <li>• Clearance report from each maintenance job involving painted surfaces above the de minimis</li> <li>• Notice of lead hazard reduction for each maintenance job involving painted surfaces</li> </ul>	Documents that a visual assessment is performed at least annually and that any deteriorated paint is addressed appropriately (including clearance and notice of lead hazard reduction)	
Documentation of response to EIBLL child: <ul style="list-style-type: none"> <li>• Copies of risk assessment</li> <li>• Abatement or clearance report</li> <li>• Relocation documents</li> <li>• Correspondence with health department</li> </ul>	Documents that if an EIBLL child was identified in the unit, the situation was addressed in accordance with the Lead Safe Housing Rule.	