Mayor's Office of Housing
Lead Hazard Control Program
1 South Van Ness Avenue, 5th Floor

STEPS TO RE-RENTING YOUR LEAD REMEDIATED UNIT(S)

Dear Property Owner,

As stated in Section 1f of the "Agreement with Owner regarding Lead Hazard Reduction Activities", you have agreed to the following provisions:

- Property will remain rented to the tenants qualified by the City as low to moderate income.
- Give priority in renting vacant units in the Property to families with children under 6 years old who are low and moderate income as defined by the Department of Housing and Urban Development (HUD).
- Notify the City in writing of any vacancies in the Property within 10 days of such vacancy. Owner agrees to use best efforts to re-rent the Property as soon as practicable, but in no event later than 90 days from the date of vacancy. Upon re-renting the unit, the Owner must provide to MOH a copy of the executed rental agreement and rental application showing income information no later than 45 days from the date of the rental agreement date. Owner understands and acknowledges that the City will include the vacancy in its Housing Email Alert system.

To Re-Rent your lead remediated unit, you must follow the steps:

1. Notify the City in writing of any vacancies in the Property within 10 days of such vacancy
2. Provide the City with a completed "Posting Template". This will be used to advertise your lead remediated unit on our website and email alert system. You must submit this completed template two days prior to any scheduled open house events and you must allow the posting to be advertised for a minimum of 7 days, including one weekend.
3. Should you decide to post your listing on other websites and via other rental services, please include the following language in your listing. A modified version may be available for listings that require payment for posting/advertising.

   "Most housing units in San Francisco built before 1978 have lead-based paint. The Mayor's Office of Housing provides grants to property owners to address lead hazards. Lead-based paint when disturbed or deteriorated becomes a hazard. Maintenance of these remediated units is important in order to avoid creation of new hazards. Units that have received remediation services from the Mayor's Office of Housing have been made lead hazard safe within the past five years. Owners of properties that previously received lead remediation services and grants are required to give priority when re-renting to families with children under 6 years old who are low (80% of AMI) to moderate (120% of AMI) income as defined by the Department of Housing and Urban Development (HUD)."

   For Newspaper type listings

   "Lead Remediated Unit: Priority given to low-income families with Children"

4. Please be sure to keep all applications of potential renters.
5. Upon re-renting the unit, the Owner must provide to MOH a copy of the executed rental agreement and rental application showing income information no later than 45 days from the date of the rental agreement date. In addition, please submit all received applications in a ranked order.
6. Please allow 5 days, from the time that you submit the rental agreement and all rental applications, for MOH to verify income. MOH will respond via email.

If you have questions, please email our Lead Hazard Program at:
Lorene.delosreyes@sfgov.org

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RE-Rental of Lead Remediated Units

Dear Property Owner,

You must post previously lead remediated rental units on the Mayor's Office of Housing website upon vacancy. Please complete and return this template to lorene.delosreyes@sfgov.org as an attachment in an email. You must submit this completed template two days prior to any scheduled open house events and you must allow the posting to be advertised for a minimum of 7 days, including one weekend.

Thank you.

Type of Unit	Lead Remediated Re-Rental Unit
Address (include unit #)	
Number of Bedrooms	
Neighborhood	
Square Footage	
Year Built	
Income Level of Applicants	Owners of properties that previously received lead remediation services and grants are required to give priority when re-renting to families with children under 6 years old who are low (80% of AMI) to moderate (120% of AMI) income as defined by the Department of Housing and Urban Development (HUD).
Rent	
Utilities	SAMPLE - Landlord pays water, garbage Tenant is responsible for gas and electricity
Date unit will be available	
Type of lease	
Special Conditions	SAMPLE - Sorry no dogs or smokers, one cat may be ok
Parking	
Contact Person	
Phone	
Email	
How to obtain an application	SAMPLE - Please contact the property owner directly or attend one of the two scheduled open houses.
Application deadline	DATE
Application Submission	SAMPLE Please submit all applications to property owner via: US Postal Mail Email
Open Houses (Dates and Times)	
Unit Description	

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2012 Maximum Income by Household Size derived from the Unadjusted Area Median Income (AMI) for HUD Metro Fair Market Rent Area (HMFA) that contains San Francisco									
	1 Person	**2 Person**	**3 Person**	**4 Person**	**5 Person**	**6 Person**	**7 Person**	**8 Person**	**9 Person**
Low Income	$62,200	$71,050	$79,950	$88,800	$95,950	$103,050	$110,150	117,250	$120,750
Effective Date: 1/1/2012 San Francisco Mayor's Office of Housing									

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