



DATE

Parent/Owner Name

Street Address

City, State Zip

Via Certified Mail [Enter certified mail number]

Dear Parent/Owner:

The residential unit in which you reside, located at [Property address], is suspected of being a possible source of a child's lead poisoning. The [Name of department] received a report that your child, who lives at this property, has been determined to have lead poisoning since [Date of first lead test].

When the Director of Health or his delegated agent becomes aware that an individual under six years of age has lead poisoning, Ohio law, section 3742.35 of the Ohio Revised Code and rule 3701-30-07, requires the Director of Health or authorized board of health to conduct a public health investigation to determine the source of the lead poisoning. Furthermore, Ohio Revised Code Section 3701.06 gives the Director of Health or any person the Director authorizes permission to enter buildings, including a residence, to investigate the exists of a violation of any health law or rule.

Please contact [Contact person name] at [Contact person phone] within three (3) days of receipt of this letter to schedule an on-site investigation of this property. Once the investigation is complete, a report with the findings will be sent to you. Any lead hazards that are identified must be controlled by a lead abatement contractor. In addition, the results will require the owner to disclose this information upon sale or lease of the property.

Please be advised if you fail to permit entry, the [Name of Authority] may petition and obtain an order to enter your property from the Common Pleas Court of [County Name] County. Thank you for your attention to this matter.

Sincerely,

Legal Counsel Name

Title

Agency