

August 30, 2017

Name
Street Address
City, State Zip

Via Certified Mail [Enter certified mail number]

Dear Name:

Your property, located at [property address], is suspected of being a possible source of a child's lead poisoning. The Ohio Department of Health received a report that a child, who either lived at or frequently visited this property, has been determined to have lead poisoning.

When the Director of Health 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 existence of a violation of any health law or rule.

Please contact [investigator name] at [investigator phone number] 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 Director of Health may petition and obtain an order to enter your property from the Common Pleas Court of [county name]. Thank you for your attention to this matter.

Sincerely,

Legal Counsel Name
Title
Agency