



DATE,

OWNER'S NAME

OWNER'S ADDRESS

OWNER'S ADDRESS

Dear Mr. and Mrs. OWNER:

On DATE, you were ordered to control the lead hazards identified at ADDRESS. On DATE, extension paperwork was mailed to you to offer additional time for you to address the lead hazards. As of the date of this letter, the [health department name] has not received contact from you regarding the Order issued or evidence that controls have been implemented.

Please return the enclosed extension request form or contact this department within five (5) days of receipt of this letter, otherwise, a recommendation will be made to [local health commissioner or other person of authority] to issue a Notice of Noncompliance and Order to Vacate. This Notice of Noncompliance and Order to Vacate prohibits the owner/manager from using the property as a school, residence, or child care facility. Once this Order is issued, the [health department name] will post a warning sign at the property stating the property contains lead hazards and has been declared unsafe for human occupation. This posting and Order to Vacate shall remain in effect until the [health department name] receives evidence that the property has passed a clearance examination.

Please contact me at [phone number] to address this important matter.

Sincerely,

[contact person]

[program name/health department]