

LEAD SAFE ORANGE
General Instructions for the HUD Funded Lead Remediation Program

PART I: General Instructions

1. Before submitting an application and all of the required documentation listed below, please contact the OCDOH to express your interest in applying for the Program
2. Applicant must be income eligible. Owner must provide proof of income. For investor-owner, Tenants must be income eligible and must provide proof of income (1040 Tax Form, last three payroll stubs, or any other verification of income such as SSI, Unemployment, etc.).
4. Applicant must provide a copy of their Deed.
5. Applicant must provide the most recent mortgage statement.
6. Applicant must provide proof that the property is insured (insurance policy).
7. Applicant must be current on City/County property taxes and water bills for all properties owned in Orange County.
8. The property must be structurally sound with no major structural deficiencies.
9. For a pre-assessment of your property, you can send an email request to Eunice Martinez-Salazar at esalazar@orangecountygov.com

All approved properties should send completed applications to:

HUD Funded Lead Remediation Program
130 Broadway, Newburgh, NY 12550.

PART II: Applications and Other Forms

10. There are four different types of applications. A check-list is attached to every application to ensure that all required documents are included. Any missing document will delay your application process.
 - A) **Landlord Application**- to be completed by investors who do not live in the property.
 - B) **Owner-Occupied Application**- to be completed by homeowners who live in the property.
 - C) **Owner-Occupied with Tenant Application** - to be completed by homeowners who have a tenant in the property. (In most cases, this refers to homes with multiple units. Please note that tenants in these homes need to complete a Tenant application as well).
 - D) **Tenant Application** – To be completed by the tenants. The property owner or investor owner must complete his/her application prior to submitting tenants' application. OC Department of Health staff is available to assist anyone in the completion of their application.
 - E) **Statement of Income / Declaración de Ingresos** – All household members 18 or over must complete this form. The Spanish version is on the second bottom half of the page.
 - F) **Non-Resident Child Form** – This form is to be used when there is a child who visits your home at least 60 hours per year (this would be less than 1.5 hours per week).
 - G) **Photography Consent Form / Release** – With the permission of the property owner, OCDOH uses photos of those properties that have been through the HUD Funded Remediation Program for use in news releases and / or educational materials.
 - H) **Homeowner Lead Hazard Reduction Relocation Allowance** – This form is only to be completed by the head of household who is able to self relocate while the work in their home is in process. Please refer to the homeowner/tenant Relocation Policy which is found in each of the different applications described in A-D.