

**THIS FORM (FORM AF-3/4) CAN ONLY BE USED FOR THE PROCESSING OF
DOCUMENTATION RELEVANT TO LEAD-BASED PAINT VIOLATION ORDER #S
555, 610, 611 AND 612**

LEAD-BASED PAINT HAZARD VIOLATIONS on record with the Department of Housing Preservation and Development (HPD) can be dismissed **ONLY IF the appropriate additional documentation regarding the work methods and cleanup process accompanies a completed Dismissal Request form.** Even if the lead paint condition appears to be repaired, the violation cannot be dismissed without this documentation. If you choose to proceed with your Dismissal Request without producing this documentation, HPD may commence further action to identify and address any remaining lead violation. Such action may include taking dust wipe samples from areas in units where pending lead-based paint hazard violations appear to have been corrected and contracting for cleaning and retesting if lead dust is found in those areas. You will be held responsible for any expense HPD incurs in the course of determining whether a lead-based paint violation still exists and correcting it if you do not provide appropriate documentation of work methodology. {A detailed description of the work practices that must be used to correct current lead paint hazard violations is included in an HPD pamphlet – GUIDE TO LOCAL LAW #1 OF 2004 WORK PRACTICES - available at the Code Enforcement Borough Office and on the HPD website (nyc.gov/hpd)}. If you have any questions, you may speak with the Public Interviewer at a Code Enforcement Borough Office, call the Lead Hotline at (212) 863-6458, or visit the HPD website at nyc.gov/hpd.

Order Number	In order to have lead-based paint violations issued prior to November 2004 dismissed, you must submit:
<p>555 (“remove or cover in a manner approved by the department peeling lead paint”) 606, 607, 610, 611, 612 (“correct the lead-based paint hazard”)</p>	<ul style="list-style-type: none"> • Form AF-3/4 (an affidavit certifying that work was performed correctly) • A copy of the State-certified laboratory analysis of all surface dust samples taken (www.hud.gov provides a list of certified laboratories). • A copy of the Certificate of Training of the individual who took surface dust samples. The Certificate of Training must be valid for the period when the test was taken. NYC Department of Health and Mental Hygiene Certificates of Training are not valid as of August 2004. • If section 3c is checked on the Form AF-3/4: <ul style="list-style-type: none"> • A sworn statement made by the agent or employee who performed the work to correct the lead-based paint hazard violation(s) stating that the work was performed in accordance with §27-2056.11 of Article 14 of the Housing Maintenance Code and §11-06 of Title 28 of the Rules of the City of New York; • A copy of the EPA certification for the firm that performed the work to correct the lead-based paint hazard violation(s).

