



## Instructions for Landlords

### Annual Notice Protect Your Child from Lead Poisoning and Window Falls

#### What is the annual notice?

New York Law requires landlords who own buildings with residential rental units to send a notice to tenants or occupants each year. The notice asks tenants about the ages of children living in the rental unit and contains a form that tenants must fill out and return to the landlord by February 15 of each year. The notice also contains information about window guards and lead paint hazards.

#### Where can landlords find the annual notice?

Landlords must use a form approved by the New York City Department of Health and Mental Hygiene. To get a copy of the form, call **311** or visit **nyc.gov/health** and search for **Window Guards: Information for Building Owners**.

#### When should the annual notice be sent to tenants?

Landlords are required to send the annual notice to tenants no earlier than January 1 and no later than January 15 of each year. The notice can be:

- addressed to the tenant of the building unit and sent by First-Class Mail;
- hand-delivered to the tenant of the building unit; or
- enclosed with the January rent bill, if the rent bill is delivered after December 15 but no later than January 16.

#### What should the landlord do with the filled-out form?

The landlord must review the filled-out form to determine if a child of applicable age lives in the unit.

- If a child age 10 or younger lives in the unit, the landlord must install or repair window guards.
- If a child age 5 or younger lives in the apartment, the landlord must use safe work practices to repair peeling paint and other lead paint hazards.

Landlords must keep all filled-out forms for 10 years.

#### What if the tenant or occupant does not return the form?

If the landlord does not receive the filled-out form by February 15, the landlord must inspect the rental unit to determine if a child of applicable age lives in the unit and must take appropriate action:

- If a child age 10 or younger lives in the unit, the landlord must install or repair window guards.
- If a child age 5 or younger lives in the apartment, the landlord must use safe work

practices to repair peeling paint and other lead paint hazards.

- If between February 16 and March 1, the landlord has made reasonable attempts to inspect the apartment but has been unable to gain access, the landlord must notify the Health Department in writing. Call **311** for more information.

**Where can landlords get more information?**

Call **311** or visit [nyc.gov/health](https://nyc.gov/health) and search for **annual notice**.