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Woodslodge

Policies & Procedures Handbook **2024-2025**

Contents

ALTERATIONS.....	3
APPLIANCES AND PLUMBING.....	3
BICYCLES, MOTORCYCLES.....	4
COLD WEATHER SUGGESTIONS.....	4
CONDITION REPORTS.....	4
CONDUCT AND NOISE COMPLAINTS	5
DECK CARE	5
EMERGENCY MAINTENANCE SERVICE: 434-971-6811.....	5
EXTERIOR UPKEEP	6
EXTERMINATION.....	6
FIREARMS.....	6
FIREPLACES AND WOODSTOVES.....	7
GRILLS	7
LEASE RENEWALS	7
LEASE-TAKEOVERS, SUBLETS AND SUBSTITUTIONS.....	8
LOCKOUT SERVICE.....	8
LANDLORD'S RIGHT TO INSPECT.....	9
LANDLORD RESPONSIBILITIES.....	9
MAILBOXES	9
OFFICE AND MAINTENANCE	9
PHONE NUMBERS & OFFICE HOURS	9
PETS	10
RENT.....	11
RENTERS INSURANCE.....	12
RESIDENT REPAIRS AND MAINTENANCE.....	12
RESTORATION FEE CLEANING GUIDELINES.....	12
SAFETY AND SERVICES	13
SECURITY DEPOSIT RETURNS	14
SMOKE DETECTORS	15
SNOW	15
STRUCTURES	15
TRASH DISPOSAL.....	15
TREES	16

UTILITIES.....	16
VACATING	17
VEHICLES.....	18
WATERBEDS	18
WOODSLODGE WATER SYSTEM.....	18
WINDOW COVERINGS.....	18
WINDOW SAFETY	19
DISCLOSURE OF LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS	20
.....	22

ALTERATIONS

As a Resident, you are prohibited from making alterations, installations (including installation of additional locks or chain latches), repairs or redecoration of any kind to the premises without the prior written consent of the management. MSC does not intend to unreasonably withhold consent but may require you to return the premises to its original condition when the Lease term is completed. No signs, lights, satellite dishes, or antenna wires may be installed on the exterior premises or in the windows.

The Federal Occupational Safety and Health Administration (OSHA) passed legislation (59 FR 40964 1910.1001) requiring property owners/managers to disclose that certain building materials are presumed to contain asbestos. OSHA deems all thermal system insulation, sprayed or troweled on surfacing materials, and floor coverings installed prior to 1981 to be potential asbestos containing building materials.

This regulation was developed to heighten awareness among employees and contractors working in buildings that may contain asbestos. Asbestos is only a hazard when fibers become airborne through excessive abrasion, impacting, or demolition. Though the regulation's primary function is to protect and inform workers who may potentially impact asbestos, a secondary purpose is to notify residents about the presumed presence of asbestos in building materials.

As a residential structure built prior to 1981, all thermal system insulation, sprayed or troweled on surfacing materials, and floor coverings in your community and apartment are presumed to contain asbestos. This information has been provided to you so that you will not make alterations to the structure of your residence without the express written consent of Management Services Corporation.

APPLIANCES AND PLUMBING

No washer, dryer, portable dishwasher, locks, or other equipment may be installed in any unit without written permission of the Landlord.

You are responsible for any misuse or abuse of the appliances and equipment in the cottage.

Shower Stalls/Tubs: Do not clean with any abrasive that will scratch tile surfaces. Always close your shower curtain fully during use to prevent leakage and use a heavy bathmat on the floor. You will be responsible if water flows into the floor level below your bathroom. **Mold and mildew can be kept to minimum if you will keep your bathroom as ventilated as possible.**

Toilets and Drains: Please use a plunger to try to clear a clogged toilet. If this attempt is not successful, call Facilities Maintenance at 434-971-6811 for assistance. Do not flush paper towels, cotton swabs, tampons, condoms, diapers, or any foreign object down drains. There may be a charge for removal of any foreign objects as well as any resulting damages. A plunger has been provided with each cottage for you to use to attempt to clear a toilet clog prior to contacting the maintenance department. In the event that you report a clogged toilet, and the maintenance department is able to clear the clog by simply plunging the toilet, you will be billed the cost.

Emergency Shut-offs and Switches: These are located under toilets, sinks, and in the hot water heater closet. Locate the handle under each toilet and sink so that you can turn it off if

there is ever a leak. Always report any appliance or plumbing problems to Maintenance at 434-971-6811.

Hot Water Heater Closet: Do not place any items in this closet. This space is designed to hold only your hot water heater. The potential for a fire hazard is great if items are stored in this area. You may be billed for the removal of items from this area.

Energy Savers: Keeping your blinds/draperies closed will help insulate your windows. Conserve water by promptly reporting running toilets, leaking faucets, faulty showerheads, etc. to the Maintenance Department at 434-971-6811. When the shower is in use, no water should come out of the tub spout at the same time. Contact the Maintenance Department if you notice this happening.

Electricity outages: If you experience a loss of power, you may want to check your breakers (if they are located in your cottage) before calling Dominion Virginia Power or our Maintenance Department.

BICYCLES, MOTORCYCLES

State Fire Codes prohibit the placing of bicycles, motorcycles, and trash at entrances or on steps or landings of buildings. Mopeds and motorcycles can never be put inside cottages. They must be kept in the parking spots provided with each cottage.

COLD WEATHER SUGGESTIONS

During cold weather when temperatures are 15 degrees Fahrenheit, or below, you will need to leave a steady drip or flow of water in all interior faucets to prevent freezing. It is also recommended that you open the cabinet doors in the kitchen and bathroom to allow heat to reach the pipes.

All garden hoses connected to the outside water spigot should be disconnected during cold weather.

NEVER TURN THE HEAT BELOW 55 DEGREES FAHRENHEIT IN YOUR COTTAGE BETWEEN THE MONTHS OF OCTOBER THROUGH MARCH.

CONDITION REPORTS

Please carefully review your Condition Report, which will be given to you upon move-in. This list itemizes permanent defects that will not be repaired or billed to you since they existed prior to your taking the cottage. The Condition Report and any changes or additions to it must be completed and returned to 780 Madison Avenue within five days after the date in which you receive the report.

CONDUCT AND NOISE COMPLAINTS

Living in a community requires consideration of others, especially where noise is concerned. Residents and their guests are expected to extend common courtesy to their neighbors. (See section 10 of your Lease.)

Most noise complaints result from boisterous behavior, loud stereo systems, and barking dogs. If you encounter noise problems, we suggest that you first talk to your neighbors about the problem. Often residents do not realize how clearly sound travels.

We will provide a copy of the Fluvanna County ordinance upon request. Please contact the local police if you are experiencing a serious problem after our regular office hours. Also notify your Property Manager the following business day with the cottage number of the offending resident and the details surrounding the complaint. Please be advised that repeated noise complaints may result in warnings and possible eviction should the problem continue.

You are responsible for the actions and damages of your guests and any uninvited guests which may enter the property as a result of a party or gathering hosted by you, whether you are aware of their actions or not. **All costs incurred by the Landlord as a result of a party or gathering will be your responsibility**, so plan your parties well and avoid large crowds which may get out of control.

DECK CARE

Residents are responsible for removing leaves and other debris from their wooden entrances and decks. Leaves which are left create a moisture problem, and when left for too long, will actually begin to rot the wood. In addition, mold will quickly grow and often "blacken" the color of the wood. Residents will be responsible for any deck repairs that are determined to be caused by neglect from the resident.

EMERGENCY MAINTENANCE SERVICE: 434-971-6811

We provide emergency service for our residents according to the criteria below. Please call 434-971-6811 to report the problem.

Emergencies: We will provide an immediate response, 24 hours a day. In the event one of the following emergencies occur, MSC's after-hours technician should be contacted right away. Emergencies include, but are not limited to:

- Total loss of electrical power
- Loss of heat
- Burst plumbing or flowing water
- Sewer back up
- Heavy rainwater leak
- Security problems (broken lock, broken glass, broken doors, burned-out exterior lights)
- Smell of gas (after calling MSC Facilities, call gas company at 434-980-9800)
- Anything with the potential to cause damage or harm
- Clogged commode (Resident must attempt to plunge first)

Semi-emergencies: Our technician will respond within 24 hours between Friday 5 p.m. and Sunday 5 p.m. (If a call comes in on a Sunday - Thursday night, MSC Facilities will respond to the request during normal hours on weekdays.) In case of the following, MSC Facilities should be contacted as soon as possible:

- Loss of hot water
- Inoperable refrigerator
- Inoperable range
- Stopped-up sink
- Stopped-up tub
- Inoperable stove
- Loss of A/C (emergency response will be at the discretion of management)

Non-emergencies will be repaired by MSC Facilities during normal weekday business hours. Non-emergencies include, but are not limited to the following:

- Inoperable dishwasher
- Inoperable disposal
- Inoperable washer/dryer

EXTERIOR UPKEEP

Residents are fully responsible for all grounds maintenance on the property, including shoveling your walkways, stairs, and porches following snow or ice. The resident will supply tools and equipment to maintain the grounds.

Grass is to be mowed bi-weekly or whenever the length of the grass exceeds 3 inches. Grass over 3 inches for 5 consecutive days will be mowed at the resident's expense without notice. Shrubs are to be shaped on a regular basis and all debris to be kept off the property at all times. Gutters will be checked and cleaned periodically from April through November, and at regular intervals as needed during the rest of the year.

EXTERMINATION

The Landlord does not generally provide routine extermination services. The tenant shall be responsible for any extermination or fumigation services needed or desired by Tenant during the term of the Lease. Given the location of Woodslodge, spiders, bees, other small insects and small rodents are common.

FIREARMS

Hunting and discharging firearms on the property is strictly forbidden. If you hear gunshots, please call 911 to file a report and call your Property Manager.

FIREPLACES AND WOODSTOVES

Using a fireplace can be a great addition to heating your cottage during the winter months. When using your fireplace, please adhere to the following guidelines:

1. Wood stored inside your cottage must be in a container to avoid stains on the flooring.
2. Wood may be stored on decks or porches (where applicable) as long as it is not stacked against the building, and it is underlain by a tarp.
3. No trucks are allowed on any lawn to unload firewood.
4. Soft wood, pine or flammable liquids are not to be used in the fireplaces or woodstoves (where applicable).
5. Residents will be held responsible for chimney cleaning if it is determined that their use has resulted in the buildup of creosote.
6. Grates and screens must always be used. Please contact your Property Manager if your cottage does not have this equipment.
7. Always open the damper fully before lighting a fire. If not open, the smoke can be dangerous.
8. Place logs on the grate in the fireplace.
9. When the fire is ready to light, place the fire screen over the entire fireplace opening. Never light a fire without the fire screen.
10. Only after the fireplace and fire are cold should you close the damper. If closed sooner, the smoke can be dangerous.
11. Ashes should be disposed of only after they are cold. Allow a minimum of 48 hours for ashes to cool. Transport the ashes in a metal container and place them in the dumpster/trash receptacle once cool. Do not deposit ashes on the ground outside your cottage.
12. When the fireplace is not in use, please close the damper to avoid loss of heat or air conditioning through the chimney. If you are unable to locate or close the damper or are unsure of its operation, please contact Maintenance at (434) 971-6811.
13. Outdoor fires are strictly forbidden.
14. Gas is not provided for the gas fireplaces. Please call Tiger Fuel for service at (434) 293-6157.
15. Fireplaces are inspected annually in the spring.

GRILLS

Grills can be a wonderful compliment to the atmosphere of Woodsledge. However, due to the wooden construction of the cottages and decks, and the surrounding forest, use of grills must be strictly supervised. Please keep grills away from the cottage siding or handrails on the decks where an errant flame or excessive heat could create a fire hazard. If you choose to grill in your yard, please place the grill a reasonable distance away from any trees and make sure that there are no overhanging branches directly above where the grill will be used.

LEASE RENEWALS

We appreciate long-term residents and encourage renewals on a regular basis. We will be contacting you well in advance of your lease ending date to determine if you will be staying in your cottage for an additional year. You will be asked to respond to us by a specified date in

order for us to reserve your cottage and remove it from our leasing boards. It is particularly important that we hear from you by this deadline, as demand for all of our cottages is very high. If you have further questions regarding the renewal process, please contact our leasing staff.

LEASE-TAKEOVERS, SUBLETS AND SUBSTITUTIONS

Because of your personal liability and our obligation to act in accordance with The Fair Housing Laws, no advertisement for lease-takeovers or sublets and no agreement to take over a lease or sublet are to be done without the permission of the Management.

Lease Takeovers: Residents cannot engage in re-rents or Lease-takeovers without prior written permission from the Landlord. Please contact the Leasing Office for the current policy details if you wish to pursue a Lease-takeover or re-rent.

Subleases: Subleases will be signed for anyone wishing to vacate the apartment for three months or less. Once the Sublease terms are determined, MSC will sign the necessary paperwork and complete the transaction to ensure that the new Resident has proper access to all of our services. Fees apply. Please contact the Leasing Office for the current policy details.

Any Resident found to have subleased his/her apartment without notifying MSC of a subtenant and completing the necessary paperwork will be charged a fee of \$250.00.

Name Addition/Deletion: Name additions and deletions are allowed during the lease term following policy and rental criteria. Fees may be incurred. Please discuss this process with a Leasing Associate.

LOCKOUT SERVICE

During regular business hours, a key may be borrowed from the MSC Leasing Office located at 780 Madison Avenue. This key may be used free of charge but must be returned by 5 p.m. on the day the key was borrowed. Failure to return the key can result in a charge and possible lock replacement costs.

This service is provided to residents as a convenience only. We want to assist you, but we cannot guarantee that we will be able to give you access at all times. **Attempting to gain entry through windows or by other means is prohibited.** Damage occurring as a result of attempting to gain entry by windows or any other means will be billed to the resident.

After business hours, it is necessary to call the answering service at 434-971-6811. It is necessary that you provide a name and phone number when calling to request after-hours lockout service. A lockout service fee of \$120.00 is incurred when the request is made for lockout service.

Only residents on the Lease may request lockout service. **Positive identification will be required when MSC provides the key.**

It is important that you always lock your knob lock and deadbolt, where provided, to your cottage. You should have keys with you at all times. MSC staff members are required to secure all locks when leaving your cottage.

Please note that locks are not changed when there are name additions/deletions or renewals, subleases, etc. to the Lease Agreement. We are happy to provide this service upon the request of the Resident and at the Resident's expense.

LANDLORD'S RIGHT TO INSPECT

The Landlord reserves the right to make periodic inspection of the premises to ensure that the property is being maintained to appropriate standards. If the Property Manager determines that the resident(s) are not maintaining the premises in accordance with the lease terms, he or she will have appropriate repairs and maintenance performed and bill the cost of these services directly to the resident's rental account. Such costs will be due and payable on the first day of the following month after repairs or services are performed.

Upon vacating the premises, items of routine maintenance or items in need of repair that are the responsibility of the resident shall be deducted from the security deposit and any balance owed shall be the responsibility of the resident.

LANDLORD RESPONSIBILITIES

The Landlord will service and maintain all heating and air conditioning equipment, electrical fixtures and systems and all appliances provided by the Landlord and will perform normal preventative maintenance on heating and air conditioning systems. Resident is required to notify Landlord without delay when such services are required in the event of any malfunction. In the event that the resident fails to notify the Property Manager or notifies in an untimely fashion, any damage that occurs to the property and/or its fixtures will be deemed the responsibility of the resident.

MAILBOXES

Mailbox keys are provided with your cottage keys at move-in. There is a section of mailboxes located at the entrance of the community. Your mailbox number will be given to you at move-in. If you should lose your mailbox key, call your Property Manager or Maintenance to request a re-key of your mailbox. There will be a charge for this service.

OFFICE AND MAINTENANCE PHONE NUMBERS & OFFICE HOURS

**Management Services Corporation
P.O Box 5186 Charlottesville, VA 22905
434-977-2702
E-Mail: msc@msc-rents.com
www.livewithmsc.com**

EHO

Management Office Hours are subject to change during peak and slow business seasons – please call ahead of time.

Our current hours of operation are:

Monday – Friday	8:30 a.m. to 5:30 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Sunday	11:00 a.m. to 2:00 p.m. (June, July, August)

Our office does close to observe specific holidays during the year such as Memorial Day, July 4th, Labor Day, Thanksgiving (and the day after), Christmas Eve, Christmas Day and New Year's Day. Please contact our office in advance of any major holiday to assure the office will be open. Emergency Maintenance service is always available.

Management Phone Numbers

Property Manager	434-977-2702
Marketing/Leasing	434-977-8203
MSC Maintenance	434-971-6811
Gas Emergency	434-980-9800

PETS

As a pet owner, you must accept full responsibility for your pet. The ability to have a pet is considered a privilege and not a right.

The following pets are welcome at Woodslodge with the proper fees and addendum (3 pet limit): dogs*(limit of 2, must be older than 8 months.), cats, rabbits and ferrets. Prior to obtaining your pet, you must receive permission from your Property Manager via a Pet Addendum, which becomes part of your Lease Agreement.

*We do not allow pets that have been found to be dangerous or vicious.

Upon registering your pet(s), the following fees will apply.

1. A one-time fee of \$150 for one pet or \$200 for two and three pets
2. An additional fee of \$20 per month for one pet, or \$30 per month for two and three pets, for the privilege of keeping domestic pets on the premises.

*Neither of these fees cover the cost to repair any damages caused by the pet. These fees will not be refunded to the Lessee at any time.

DOGS MUST ALWAYS BE LEASHED OR PENED AND IN THE PRESENCE OF THEIR OWNER WHEN OUTSIDE. Animal Control will be contacted if dogs are allowed to roam the property freely. See the "Structures" section for information on kennels and pens. Rabbits and ferrets must be caged at all times when not under close supervision of the Resident.

Please remember, do not chain, tie or contain pets on porches, patios or the common areas. Do not leave pets unattended inside your apartment for longer than 12 hours. Cats that are accustomed to an indoor/outdoor environment need to be controlled as not to roam the property or disturb other residents.

Small caged animals such as hamsters, gerbils, small reptiles, birds and guinea pigs do not require a Pet Addendum or payment of any fees.

Aquariums up to 50 gallons are permitted

The Landlord solely reserves the right to revoke pet privileges at any time.

If you call in a request for maintenance service, be sure to remind our Maintenance Department that you have a pet. It is a good idea to have your cottage exterminated for fleas periodically. MSC can handle this service upon request at the Resident's expense.

RENT

During office hours, you may pay rent at our office in the MadHouse located at 780 Madison Avenue, Charlottesville, VA 22903. After office hours please use the night drop boxes. One is located next to the front doors of our office, and another is in the MadHouse parking lot near the entrance.

If mailing rent, please remit to:

**MSC Accounting
P.O. Box 5186
Charlottesville, VA 22905**

Rent is considered to be paid when received by the office, regardless of the postmark date. Rent is due on the 1st day of each month for that month (i.e. January rent is due on January 1.) A late fee is automatically charged on the 6th of the month on any balance due at the time the fee is charged. Please allow extra time for holiday and weekend mail delivery. Please note that any balance (for example late fees, lock out fees, maintenance service fees, etc.) past due is considered rent and will be subject to late fees after the 6th of the month.

We encourage Residents to make online rent payments at www.livewithmsc.com. It is easy and convenient, and you can see your balance and payment on your ledger right when you make it. Using an electronic ACH transfer from your account to pay rent is FREE with no transaction fees. If you use a credit card, there is a transaction fee of 2.95%. Fees are subject to change with proper notification. If you do not wish to make online payments, personal checks, money orders and cashier's checks are also accepted.

If paying by check, be sure to write your cottage address on the check.

CHECKS RETURNED BY THE BANK FOR NON-PAYMENT WILL NOT BE REDEPOSITED.

In addition, to a \$50.00 returned check fee, late fees will be applied in accordance with the lease. Your account will be considered delinquent until all rent and fees have been collected. Before dropping off or mailing your check, please make certain that the amount is written correctly, and the check has been signed. These delays in payment will add late fees to your account in accordance with your lease.

We will make every effort to hold post-dated checks if they are made obvious (i.e. attach a sticky note to it or include a note stating payment is post-dated, etc.) We cannot guarantee that a post-dated check will be held and assume no responsibility to credit any fees you may incur if a payment is not held.

RENTERS INSURANCE

Did you know that your landlord is not responsible for your personal belongings should a leak, fire or other damage occur in your home? It's true and accidents happen! If equipment failure or simply an accident occurs and your personal property is damaged in any way, MSC is not responsible for replacing it or compensating you in any way. Renters Insurance is cheap!! A policy costing only \$100 for an entire year may be enough to cover every item in your home.

We strongly urge you to sign up for Renters Insurance. If you already have auto insurance, it's a snap to add a renter's policy. If you have no insurance and are interested in having a policy, please let us know. We often have brochures in the office from local agents that would be happy to help you.

RESIDENT REPAIRS AND MAINTENANCE

Residents are responsible for all routine maintenance of the premises. Routine maintenance shall include but is not limited to, general cleaning of floors, walls, all appliances, kitchen and bathroom fixtures, light bulb replacement, battery replacement in smoke detectors, lawn care and general appearance of the property. Any damages to the property that are not determined to be normal wear and tear, by the Landlord, are the resident's responsibility to fix. Any damages that are ignored and subsequently result in further damage will be the resident's responsibility. The Landlord may choose to repair such damages and bill the resident directly.

RESTORATION FEE CLEANING GUIDELINES

Within 24 hours of moving into the cottage, MSC recommends that you inspect your apartment to assure cleaning guidelines have been met.

Management reserves the right to assess the quality of the work you have done, or contracted professionally, at move-out; and deductions may occur as a result of poor cleaning or other work performed by the resident for move-out.

Upon move out, it is the Resident's responsibility to leave the apartment "broom clean" and complete the tasks listed below:

1. Wipe down all surfaces, sweep all floors and vacuum all carpeting.
2. Removing ALL personal items, including shower curtains, shower curtain hooks, trash, food and debris.
3. Remove all hooks, nails and adhesives from the walls. Any holes should be filled with spackle and sanded so the area is smooth to the touch and ready for touch up painting.
4. Replace any missing light bulbs. The Restoration fee covers 2 light bulb replacements, so make sure you replace any additional bulbs that are out in your apartment to avoid fees.

The non-refundable Restoration fee pays for the following:

- : Steam clean carpets (not to include spot removal or excessive damage)
- Wax & buff hardwood floors (where applicable)
- Touch up painting
- Clean appliances (not to include scrubbing, scraping of food or spills)
- Clean kitchen cabinets & countertops
- Light cleaning of vinyl flooring in hallway, kitchen and bathroom
- Clean bathroom fixtures and countertops
- Two light bulb replacements
- Clean mini-blinds and windows
- Sweep clean balcony
- Clean washer/dryer (where applicable)
- Clean shelving in closets, cabinets, etc.

The nonrefundable fee will not cover the cost incurred by the Landlord for excessive cleaning of the apartment and/or the carpets and floors, returning walls painted by Resident back to the original paint color, repairing pet damage, repairing wall damage, removing trash, debris or personal items, repairing and/or replacing fixtures including but not limited to, mini-blinds, screens windows, doors, faucets, sinks, lights, cabinets, tile, countertops and railings. Any excessive cleaning and/or damage will be deducted from the remaining deposit on hand.

Finally, we understand that no one wants to be charged for repairs. If you have any questions regarding possible charges, please contact your Property Manager.

SAFETY AND SERVICES

The entire cottage should be kept free of trash and debris, including all hallways, hot water heater closets, decks, entry landings, and stairways.

No dangerous or flammable fluids are to be kept inside the cottage at any time.

Stored items should be placed at least 3 feet from hot water heaters.

Outdoor "fire pits" are strictly forbidden due to the heavily wooded nature of the property.

The decks are to be kept neat and orderly at all times. Conventional patio furniture, plants, and bicycles are allowed on the deck. Inappropriate furniture, kegs, trash, laundry, towels, blankets, clothes, etc. may not be stored on the decks.

Railings, decks, and porches must **never** be climbed over or loosened by anyone. Such action could result in serious injury or death.

Broken windows and doors will be replaced immediately by MSC, at your expense. In most cases, breakage is due to abuse, neglect, or carelessness on the part of residents or their guests. If screens are torn or pulled from the building, residents are charged for the cost of repair or replacement. Do not try to enter the cottage through the screened windows.

Replacing interior and exterior apartment light bulbs is the responsibility of the resident. Should you notice any common area lights that need replacing, please call the Maintenance Department at 434-971-6811.

SECURITY DEPOSIT RETURNS

Please review carefully your condition report, which is given to you upon move-in. This list may itemize permanent imperfections in the apartment that **will not** be repaired or considered your responsibility at move-out.

The guidelines that are presented in this manual represent your responsibilities during your Lease Agreement and at move-out. Deductions from your security deposit will unfortunately result when you fail to meet these requirements.

Management reserves the right to assess the quality of the work you have done, or contracted professionally, at move-out; and deductions may occur as a result of poor cleaning or other work performed by the Resident for move-out.

Pursuant to the Virginia Resident Landlord and Tenant Act, the return of the security deposit will be issued by one check payable to **all Residents** if a forwarding address is provided. Therefore, it is the responsibility of the Residents to provide us with a forwarding address of the person that will distribute the funds appropriately between roommates.

Deductions will be made for damages existing at the time of move-out. These damages include, but are not limited to:

1. Holes in walls or wallpaper damage in excess of normal wear and tear, including, but not limited to, damage resulting from adhesives, nail holes, masking tape, hooks, etc.
2. Painting walls back to the original color.
3. Missing or damaged screens or blinds.
4. Damage to doors and windows.
5. Carpet stains, rips, and tears.
6. Damage to hardwood floors.
7. Additional/Excessive cleaning.

We hope that the information provided in this Resident Handbook will help to make your residency with us more enjoyable. If you should ever need assistance, please feel free to contact your Property Manager or Marketing Associate.

SMOKE DETECTORS

You are responsible for maintaining your smoke detector during your occupancy of the premises. Smoke detector alarms are installed to give you an early warning of dangerous smoke. Upon move-in, you are provided with a certification stating that your alarm has been tested and is in good working order. If the detector is beeping intermittently, most likely the battery is running low and needs to be replaced. Replacing the battery in the smoke detector is your responsibility.

Do not disconnect your smoke detector. You could be held liable for unhooking it during your residency. Please help us utilize this safety feature to its maximum potential by keeping it in good working order at all times.

SNOW

Following snowstorms of 3 inches or more, Management Services Corporation will complete plowing of the individual cottage driveways and main road. Residents are responsible for clearing snow away from their vehicles, decks and stairs.

STRUCTURES

The Landlord must approve in writing any structure erected on the property by the resident. Any construction methods or materials for a structure determined to be inadequate, unsightly, or hazardous by Landlord will result in disassembly of structure by Landlord, with the costs of service billed to the resident, or possible eviction.

Any kennel or fenced area constructed with the purpose of containing pets shall be constructed with no less than 4 feet of space between the nearest point of said structure and the nearest point of the permanent living structure including deck. Any damage incurred to the permanent living structure due to pets not being properly contained away from living structure will be repaired and billed to the resident. Any construction methods or materials for a kennel or pet containment structure determined to be inadequate, unsightly, or hazardous by Landlord will result in disassembly of structure by Landlord, with the costs of service billed to the resident, or possible eviction.

TRASH DISPOSAL

All trash must be removed from the house weekly and stored in **containers with lids** until collection on **Mondays**. **Place all trashcans at the main road prior to 4:00 a.m. on Monday morning for pick-up.** Put all trash in the trashcans, as animals will tear freestanding plastic or paper bags and spread the trash throughout the community.

Disposal of large items that will not fit in a 32-gallon trashcan is the resident's responsibility. Any large item placed on the road leading into Woodsledge or an individual driveway will be immediately removed, and the cost will be billed to the cottage within the closet proximity to the item.

All items other than household trash should be disposed of at the Rivanna Solid Waste Authority or other facility **AT THE EXPENSE AND RESPONSIBILITY OF THE RESIDENT**. You might also consider donating items to the Salvation Army or other such charity organization or selling items to a second-hand or used furniture business.

Contact numbers include:

Rivanna Solid Waste Authority:
Salvation Army:

(434) 977-2976
(434) 295-4058

TREES

The trees at Woodsledge are one of the property's greatest assets. They create a quiet atmosphere, provide shade and foliage, and beautiful fall colors. If you think that a tree is dead, or has dead branches or limbs, please contact the Property Manager. We will inspect the tree and have a professional complete removal or pruning. The wood will be left behind for fireplace use.

If you see anyone damaging or cutting the trees, or if you hear a chain saw on the property, please call your Property Manager.

UTILITIES

Electricity must be connected in your name from the day the Lease begins and must remain connected throughout the entire lease period. Any electrical service, which is not covered under your service account during the lease term, may be billed to you by Management Services Corporation to recover our costs for electric service to your cottage, including connection fees.

We suggest that you keep service in your name for 5 days after move out so that any work attributable to you (i.e. cleaning, floor work, etc.) can be done without the cost of reconnection. In the event that your power is disconnected and there is billable work after your move-out, then any subsequent power bills will be applied to your security deposit return.

The property owner does not maintain telephone and cable lines inside the cottage. Alterations or additions such as phone jacks may be installed only with your property manager's approval and at your expense. Phone line maintenance insurance is available through the phone company and is highly recommended by the management. Problems with phone or cable lines should be reported to your phone or cable provider.

Installation of satellite television equipment will not be allowed without the prior written consent of management and the execution of all necessary addenda and payment of applicable fees.

Installation of satellite television equipment is permitted ONLY in accordance with the following:

1. Please visit the Leasing Office at 780 Madison Avenue and read and sign the appropriate lease addendum. Satellite equipment must be installed in strict accordance with the lease addendum.
2. You must provide proof of renter's insurance with a minimum of \$300,000 in liability coverage.
3. The satellite dish cannot be over 18" in diameter, must be contained (installed) within the leased premises, cannot be installed on the roof or attached to the building exterior or any part thereof without the express written permission from your property manager.

***** UNTIL SUCH TIME AS AN AGREEMENT IS REACHED WITH A CABLE COMPANY, ALL FEES FOR SATELLITE SERVICE WILL BE WAIVED.**

Utility Company Phone Numbers:

Required:

Electricity (Dominion Virginia Power) 888-667-3000

Optional:

Telephone (Brightspeed) 877-618-4928

Internet (Brightspeed) 877-618-4928

Satellite Internet/TV
866-869-3562 – Direct TV
800-847-8660 – Dish Network
855-463-9333 – Viasat
540-948-5880 – Sure Site
844-383-1478 - HughesNet

VACATING

Upon termination of this Lease, all Residents shall completely vacate the premises, including the removal of all personal property and furniture on or before **12:00 noon**.

All keys, including door lock, mailbox, and deadbolt, as applicable, must be returned to the Management Services Corporation Business Office located at the MadHouse, 780 Madison Avenue, Charlottesville, VA 22903.

Each Resident will be asked to sign a Key Return Form at the time keys are returned and will also be asked to indicate that the cottage has been fully vacated. Upon notice from any resident that the cottage is no longer occupied, Landlord will assume the right of possession.

Each Resident, upon returning his or her keys, relinquishes all rights and privileges granted under the Lease and returns possession to the Landlord for any and all purposes. These rights include the right of entry into the cottage. The Landlord may assume that the condition of the cottage at the time keys are returned is the condition in which the Resident intended to leave it. In the event that all keys have not been returned by **Noon** of the termination date of your Lease Agreement, and the cottage has been vacated, possession of the premises will return to the Landlord, and charges for re-keying the cottage will become the residents' responsibility.

No right of storage is given to residents after the lease agreement ends and Landlord has no duty to protect the Resident's possessions against loss. Residents will be charged for all costs to remove or dispose of abandoned trash and/or property once the lease has ended. Any abandoned property will be handled in accordance with the Virginia Residential Landlord and Tenant Act, Section 55-248 38.1. Please see your Property Manager for more specific details of this procedure.

Before departure, Resident shall turn over to the Landlord the premises and all its fixtures and equipment in good and substantial repair, thoroughly cleaned, and in sanitary condition, reasonable wear and tear accepted. Resident may request to be present at the time the Landlord inspects the premises to verify the condition of the premises and its contents. Residents shall prepare their cottage for inspection according to the Cleaning Guidelines in this manual.

VEHICLES

Each cottage is provided with space to park your vehicle(s).

For the safety of all in the community **there is a 10-mile per hour speed limit at Woodslodge.** Also, any speed in excess of this limit expedites the development of potholes in the driveway that cause unnecessary wear and tear on your vehicle.

Any vehicle that is in an unsightly state of disrepair, has flat tires, is jacked up on supports, is inoperable or lacks proper state licensing or inspection may not remain on the property for more than 24 hours. Any vehicles violating this rule are subject to towing at the owner's expense without warning.

WATERBEDS

Because of the potential for extensive water damage and because of the enormous weight of a waterbed, prior permission must be obtained from your Property Manager before a waterbed will be allowed on the premises. Proof of renter's insurance is mandatory if permission is granted.

WOODSLODGE WATER SYSTEM

Woodslodge is equipped with a well system located near the entrance of the property. This well provides water for all cottages in your community and is overseen by the State Department of Health. Our well is serviced monthly and includes a chlorination system to keep water clean. On occasion, environmental factors such as heavy or long periods of rain, snow and droughts may cause water to be discolored temporarily. Please forward any concerns to our Facilities Department at (434) 971-6811.

Since the water at Woodslodge is provided by a well system, it is extremely important that all leaks be brought to our attention. If you notice a toilet running, dripping faucet, etc. please call your Property Manager at (434) 977-8203 or the MSC Facilities Department at (434) 971-6811. In the event that leaks are not reported, and damage occurs to the well or pump the resident may be responsible for the cost of all or part of the necessary repairs.

In addition, since the community is serviced by a well that has a limited water source, any extraneous use of the well water, such as washing vehicles or watering gardens is prohibited. In the event that a resident is discovered to be using an unreasonable amount of water, he or she may face a fine or possible eviction. In the case of drought, monitoring water usage is even more important.

WINDOW COVERINGS

All windows and glass doors must be covered with white or neutral draperies or blinds. **We strongly discourage the use of plastic coverings on the windows to retain heat and save energy. Due to the natural moisture associated with living in a wooded area, this could result in excessive moisture, mold or mildew. It is important to maintain air flow to prevent this from happening.**

WINDOW SAFETY

In June 2000, U.S. Consumer Product Safety Commission released safety guidelines to help prevent falls from windows. Management Services Corporation supports window safety and has taken the following precautions to assist residents in preventing window falls.

Window screens are not designed or intended to protect from falls. Therefore, **window stops will be installed on all windows upon the resident's request**, which will allow residents to restrict the window opening. It is reported that persons 10 years old and younger are most susceptible to accidental falls from windows. Please **keep furniture away from windows** to discourage anyone from climbing near windows.

Window guards are also available for installation at the resident's request and expense. Window guards screw into the sides of a window frame and have bars set 4" or less apart.

It is the resident's responsibility to notify management of any window problems or if window stops need to be replaced. Please contact the Facilities Department at (434) 971-6811 if you have any questions or concerns about thumb locks, window safety or additional window protection.

DISCLOSURE OF LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

<u>RESIDENTIAL SITE:</u>	<u>Woodslodge Cabins</u>
<u>INSPECTION COMPANY:</u>	<u>Dominion Environmental Group, Inc.</u>
<u>INSPECTOR:</u>	<u>Jesse A. Pasco, Licence # 3356-00239</u>

The EPA Residential Lead-Based Paint Hazard Reduction Act Of 1992 requires that information be given to prospective tenants regarding lead-based paint. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paints and lead-based paint hazards in the dwelling.

On January 14, 1997, Dominion Environment Group Inc. conducted testing of representative surfaces for Lead-Based Paint at the Woodslodge Cabins. Testing was performed in two (2) randomly selected units and exterior areas. Inspected units included: Cabin A and Cabin K. The following is a summary of identified lead-based paint hazards. Complete data reports are available upon request.

Exterior LBP:	No exterior or common area lead-based paints were identified during an inspection of representative surfaces at the Woodslodge Cabins.
Interior LBP:	No Interior lead-based paints were identified during an inspection of representative surfaces at the Woodslodge Cabins.

Copies of the actual testing reports provided by DEG can be accessed from your property Manager at (434) 977-2702.

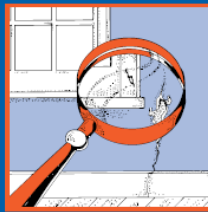
Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Recycled/Recyclable
Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.



Protect Your Family From Lead In Your Home



EPA United States Environmental Protection Agency
 United States Consumer Product Safety Commission
 United States Department of Housing and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

People can get lead in their body if they:

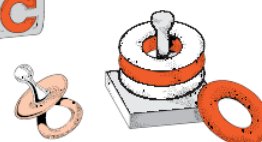
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

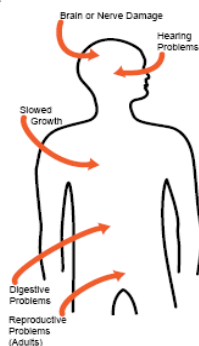
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



Lead affects the body in many ways.

3

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

4

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

5

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

You can get your home tested for lead in several different ways:

- ◆ A **paint inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

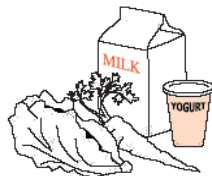


6

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



7

Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



8

In addition to day-to-day cleaning and good nutrition:

- ◆ You can temporarily reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- ◆ To permanently remove lead hazards, you should hire a certified lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
- ◆ 250 $\mu\text{g}/\text{ft}^2$ for interior window sills; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ Have the area tested for lead-based paint.
- ◆ Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ Temporarily move your family (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ Follow other safety measures to reduce lead hazards. You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



9

Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.



10

- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted toys and furniture.
- ◆ Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.
- ◆ Lead smelters or other industries that release lead into the air.
- ◆ Hobbies that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ Folk remedies that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit www.epa.gov/lead and www.hud.gov/offices/lead/.



EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: www.cpsc.gov.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at www.epa.gov/lead or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

11

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

12

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

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13