

INSTRUCTIONS FOR ROOMMATE CHANGES

1. Tenant must complete the attached ROOMMATE SUBSTITUTION AGREEMENT (the "Agreement").
2. The Agreement must be delivered to the Landlord signed by all of the Tenants named on your Lease and any new tenants that you are proposing.
3. At the time you deliver the Agreement to Landlord, you must also deliver the following items:
 - a. A completed rental application for any new roommate proposed in the Agreement.
 - b. A certified check or money order in the amount of \$75.00 (**The Atrium** amount is \$200.00) which represents consideration paid to Landlord for granting the Roommate Change. If the Landlord does not consent to the Roommate Change, this amount will be refunded to you.
4. Within thirty (30) days of its receipt of all items specified in these instructions, the Landlord will either (i) grant its consent by executing and delivering to you the Agreement, or (ii) will refuse its consent by returning your check paid to Landlord under 3 (b) above, along with a letter specifying its reason for withholding consent to your request.
5. Landlord is under no obligation to grant its consent to any roommate substitutions or to execute your Roommate Substitution Agreement form.
6. All money due-including rent or fees must be paid before approval of roommate substitution.

NOTE: IN THE EVENT LANDLORD DOES NOT GRANT ITS CONSENT TO YOUR REQUESTED ROOMMATE CHANGE (SEE NO. 4), SUCH REQUESTED ROOMMATE CHANGE SHALL HAVE NO EFFECT AND ALL PRESENT TENANTS AS NAMED IN THE LEASE SHALL REMAIN ON THE LEASE AND SHALL BE RESPONSIBLE FOR ALL OF THE TENANTS OBLIGATIONS (INCLUDING THE PAYMENT OF RENT) AS STATED IN THE LEASE.

1. _____ is the Landlord under a certain Lease (Hereinafter called the "Lease") dated _____ of apartment # _____ at the building having an address of _____.

2. The following persons (hereinafter called the "Present Tenants") are the tenants named in the Lease:

PRINT _____
NAMES OF _____
ALL _____
CURRENT _____
TENANTS: _____

3. The Present Tenants assign their interest under the Lease (including their rights in any security deposits or last month's rent previously paid to the Landlord) to the following persons, including any Present Tenants that are remaining on the Lease (hereinafter called the "New Tenants"):

PRINT _____
NAMES OF _____
ALL NEW _____
TENANTS: _____

4. In consideration of the Landlord granting its approval to the foregoing assignment, the Present Tenants agree to pay to the Landlord a sum equal to the lesser of \$75.00 (The Atrium is \$100.00) .

5. Effective _____, the New Tenants jointly and severally assume obligations of the Present Tenants under said Lease to be performed either before or after the date of the Roommate Substitution Agreement. Any further assignment or other transfer of any of the rights of the New Tenants will require written approval of the Landlord as set forth in the Lease.

6. If you send a check to make your rental payment, the check may be converted into an electronic funds transfer. "Electronic Funds Transfer" is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed check to us, you authorize us to use the account information from your checking to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical or other reasons, you authorize us to process an image replacement document, draft, or a copy of your check. If you do not wish to participate in this check conversion program, please contact us within ten days of receiving this lease at (617) 783-0039.

7. The parties acknowledge that the term of the Lease will expire on _____ and has not been extended or renewed beyond that date.

8. SECURITY DEPOSIT RECEIPT This is to confirm that The Hamilton Company, Landlord's Agent, this day, acknowledges receipt from the aforesaid tenant an additional security deposit in the amount of \$ _____, which brings your total security deposit on the above stated apartment to \$ _____. Said security deposit is being kept in...

OFFICE USE ONLY

- account #00010310847, Compass Bank, 1299 Beacon Street, Brookline, MA 02446, entitled The Hamilton Company Security Deposit Escrow Account for Residential Tenants.
- account #94917-62711, Fleet Bank, 100 Federal Street, Boston, MA 02110, entitled New England Realty Associates Security Deposit Account for Residential Tenants.

You are entitled to interest at the rate of 5% per year, or such lesser amount of interest as has been received from the bank where the deposit has been held.

TENANTS (Signature of all Current and New Tenants):

EXECUTED UNDER SEAL this _____ day of _____, 20_____.

Landlord:
By:

Form (THC COPY) Apt. Street Address _____ Unit# _____

Required Federal Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. The Massachusetts Tenant Lead Law Notification and Certification Form is for compliance with state and federal lead notification requirements.

Owner's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
 - (i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
 - (ii) _____ Owner/Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the owner/lessor (Check (i) or (ii) below):
 - (i) Owner/ Lessor has provided the tenant with all available records and reports pertaining to lead -based paint and/or lead-based paint hazards in the housing (circle documents below).

Lead Inspection Report; Risk Assessment Report; Letter of Interim Control; Letter of Compliance

- (ii) _____ Owner/Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment (initial)

- (c) _____ Tenant has received copies of all documents circled above. (d) _____ Tenant has received no documents listed above.
- (e) _____ Tenant has received the Massachusetts Tenant Lead Law Notification.

Agent's Acknowledgment (initial)

- (f) _____ Agent has informed the owner/lessor of the owner's/lessor's obligations under federal and state law for lead-based paint disclosure and notification and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Owner/Lessor	Date	Tenant	Date
_____	_____	_____	_____
Tenant	Date	Tenant	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Owner/Managing Agent Information for Tenant (Please Print):

<u>The Hamilton Company</u>	<u>39 Brighton Avenue</u>	
Name	Street	Apt.
<u>Allston, MA</u>	<u>02134</u>	<u>(617) 783-0039</u>
City/Town	Zip	Telephone

_____ I (owner/managing agent) certify that I provided the Tenant Lead Law Notification/ Tenant Certification Form and any existing Lead Law documents to the tenant, but the tenant refused to sign this certification.

The tenant gave the following reason: _____
The Massachusetts Lead Law prohibits rental discrimination, including refusing to rent to families with children or evicting families with children because of lead paint.
Contact the Childhood Lead Poisoning Prevention Program for information on the availability of this form in other languages.

Tenant and owner must each keep a completed and signed copy of this form.

Required Federal Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. The Massachusetts Tenant Lead Law Notification and Certification Form is for compliance with state and federal lead notification requirements.

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- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
 - (i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

 - (ii) _____ Owner/Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the owner/lessor (Check (i) or (ii) below):
 - (i) Owner/ Lessor has provided the tenant with all available records and reports pertaining to lead -based paint and/or lead-based paint hazards in the housing (circle documents below).

Lead Inspection Report; Risk Assessment Report; Letter of Interim Control; Letter of Compliance

- (iii) _____ Owner/Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment (initial)

- (c) _____ Tenant has received copies of all documents circled above. (d) _____ Tenant has received no documents listed above.
- (e) _____ Tenant has received the Massachusetts Tenant Lead Law Notification.

Agent's Acknowledgment (initial)

- (f) _____ Agent has informed the owner/lessor of the owner's/lessor's obligations under federal and state law for lead-based paint disclosure and notification and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Owner/Lessor		_____ Tenant		_____ Date
_____ Tenant		_____ Tenant		_____ Date
_____ Agent		_____ Agent		_____ Date

Owner/Managing Agent Information for Tenant (Please Print):

The Hamilton Company	39 Brighton Avenue	
Name	Street	Apt.
Allston MA	02134	(617) 783-0039
City/Town	Zip	Telephone

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 The Massachusetts Lead Law prohibits rental discrimination, including refusing to rent to families with children or evicting families with children because of lead paint.
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Tenant and owner must each keep a completed and signed copy of this form.

Tenant Lead Law Notification

What lead paint forms must owners of rental homes give to new tenants?

Before renting a home built before 1978, the property owner and the new tenant must sign two copies of this Tenant Lead Law Notification and Tenant Certification Form, and the property owner must give the tenant one of the signed copies to keep. If any of the following forms exist for the unit, tenants must also be given a copy of them: lead inspection or risk assessment report, Letter of Compliance, or Letter of Interim Control. This form is for compliance with both Massachusetts and federal lead notification requirements.

What is lead poisoning and who is at risk of becoming lead poisoned?

Lead poisoning is a disease. It is most dangerous for children under six years old. It can cause permanent harm to young children's brain, kidneys, nervous system and red blood cells. Even at low levels, lead in children's bodies can slow growth and cause learning and behavior problems. Young children are more easily and more seriously poisoned than others, but older children and adults can become lead poisoned too. Lead in the body of a pregnant woman can hurt her baby before birth and cause problems with the pregnancy. Adults who become lead poisoned can have problems having children, and can have high blood pressure, stomach problems, nerve problems, memory problems and muscle and joint pain.

How do children and adults become lead poisoned?

Lead is often found in paint on the inside and outside of homes built before 1978. The lead paint in these homes causes almost all lead poisoning in young children. The main way children get lead poisoning is from swallowing lead paint dust and chips. Lead is so harmful that even a small amount can poison a child. Lead paint under layers of nonleaded paint can still poison children, especially when it is disturbed, such as through normal wear and tear and home repair work.

Lead paint dust and chips in the home most often come from peeling or chipping lead painted surfaces; lead paint on moving parts of windows or on window parts that are rubbed by moving parts; lead paint on surfaces that get bumped or walked on, such as floors, porches, stairs, and woodwork; and lead paint on surfaces that stick out which a child may be able to mouth such as window sills.

Most lead poisoning is caused by children's normal behavior of putting their hands or other things in their mouths. If their hands or these objects have touched lead dust, this may add lead to their bodies. A child can also get lead from other sources, such as soil and water, but these rarely cause lead poisoning by themselves. Lead can be found in soil near old, lead-painted homes. If children play in bare, leaded soil, or eat vegetables or fruits grown in such soil, or if leaded soil is tracked into the home from outside and gets on children's hands or toys, lead may enter their bodies. Most adult lead poisoning is caused by adults breathing in or swallowing lead dust at work, or, if they live in older homes with lead paint, through home repairs.

How can you find out if someone is lead poisoned?

Most people who are lead poisoned do not have any special symptoms. The only way to find out if a child or adult is lead poisoned is to have his or her blood tested. Children in Massachusetts must be tested at least once a year from the time they are between nine months and one year old until they are four years old. Your doctor, other health care provider or Board of Health can do this. A lead poisoned child will need medical care. A home with lead paint must be deleaded for a lead poisoned child to get well.

What kind of homes are more likely to have lead paint?

In 1978, the United States government banned lead from house paint. Lead paint can be found in all types of homes built before 1978: single-family and multi-family; homes in cities, suburbs or the countryside; private housing or state or federal public housing.

The older the home, the more likely it is to have lead paint. The older the paint, the higher its lead content is likely to be.

Can regular home repairs cause lead poisoning?

There is a danger of lead poisoning any time painted surfaces inside or outside the home are scraped for repainting, or woodwork is stripped or removed, or windows or walls are removed. This is because lead paint is found in almost all Massachusetts homes built before 1978, and so many of Massachusetts' homes are old. Special care must be taken whenever home repair work is done. No one should use power sanders, open flame torches, or heat guns to remove lead paint, since these methods create a lot of lead dust and fumes. Ask the owner of your home if a lead inspection has been done. The inspection report will tell you which surfaces have lead paint and need extra care in setting up for repair work, doing the repairs, and cleaning up afterwards. Temporarily move your family (especially children and pregnant women) out of the home while home repair work is being done and cleaned up. If this is not possible, tape up plastic sheets to completely seal off the area where the work is going on. No one should do repair work in older homes without learning about safe ways to do the work to reduce the danger of lead dust. Hundreds of cases of childhood and adult lead poisoning happen each year from home repair work.

What can you do to prevent lead poisoning?

- Talk to your child's doctor about lead.
- Have your child tested for lead at least once a year until he/she is four years old.
- Ask the owner if your home has been deleaded or call the state Childhood Lead Poisoning Prevention Program (CLPPP) at 1-800-532-9571, or your local Board of Health.
- Tell the owner if you have a new baby, or if a new child under six years old lives with you.
- If your home was deleaded, but has peeling paint, tell and write the owner. If he/she does not respond, call CLPPP or your local Board of Health.
- Make sure only safe methods are used to paint or make repairs to your home, and to clean up afterwards.
- If your home has not been deleaded, you can do some things to temporarily reduce the chances of your child becoming lead poisoned. You can clean your home regularly with paper towels and any household detergent and warm water to wipe up dust and loose paint chips. Rub hard to get rid of more lead. When you are done, put the dirty paper towels in a plastic bag and throw them out. The areas to clean most often are window wells, sills, and floors. Wash your child's hands often (especially before eating or sleeping) and wash your child's toys, bottles and pacifiers often. Make sure your child eats foods with lots of calcium and iron, and avoid foods and snacks that are high in fat. If you think your soil may have lead in it, have it tested. Use a door mat to help prevent dirt from getting into your home. Cover bare leaded dirt by planting grass or bushes, and use mats, bark mulch or other ground covers under swings and slides. Plant gardens away from old homes, or in pots using new soil. Remember, the only way to permanently lower the risk of your child getting lead poisoned is to have your home deleaded if it contains lead paint.

How do you find out where lead paint hazards may be in a home?

The only way to know for sure is to have a lead inspection or risk assessment done. The lead inspector will test the surfaces of your home and give the landlord and you a written report that tells you where there is lead in amounts that are a hazard by state law. For interim control, a temporary way to have your home made safe from lead hazards, a risk assessor does a lead inspection plus a risk assessment. During a risk assessment, the home is checked for the most serious lead hazards, which must be fixed right away. The risk assessor would give the landlord and you a written report of the areas with too much lead and the serious lead hazards. Lead inspectors and risk assessors have been trained, licensed by the Department of Public Health, and have experience using the state-approved methods for testing for lead paint. These methods are use of a sodium sulfide solution, a portable x-ray fluorescence machine or lab tests of paint samples. You can get a list of licensed lead inspectors and risk assessors from CLPPP.

In Massachusetts, what must the owner of a home built before 1978 do if a child under six years old lives there?

An owner of a home in Massachusetts built before 1978 must have the home inspected for lead if a child under six years old lives there. If lead hazards are found, the home must be delead or brought under interim control. Only a licensed deleader may do high-risk deleading work, such as removing lead paint or repairing chipping and peeling lead paint. You can get a list of licensed deleaders from the state Department of Labor and Workforce Development. Deleaders are trained to use safe methods to prepare to work, do the deleading, and clean up. Either a deleader, the owner or someone who works for the owner who is not a licensed deleader can do certain other deleading and interim control work. Owners and workers must have special training to perform the deleading tasks they may do. After the work is done, the lead inspector or risk assessor checks the home. He or she may take dust samples to test for lead, to make sure the home has been properly cleaned up. If everything is fine, he or she gives the owner a Letter of Compliance or Letter of Interim Control. After getting one of these letters, the owner must take care of the home and make sure there is no peeling paint.

What is a Letter of Compliance?

It is a legal letter under state law that says either that there are no lead paint hazards or that the home has been delead. The letter is signed and dated by a licensed lead inspector.

What is a Letter of Interim Control?

It is a legal letter under state law that says work necessary to make the home temporarily safe from serious lead hazards has been done. The letter is signed and dated by a licensed risk assessor. It is good for one year, but can be renewed for another year. The owner must fully delead the home and get a Letter of Compliance before the end of the second year.

Where can I learn more about lead poisoning?

Massachusetts Department of Public Health
program
Childhood Lead Poisoning Prevention Program (CLPPP)
(For more copies of this form, as well as a full range
of information on lead poisoning prevention, tenants' rights
and responsibilities under the MA Lead Law, how to
products)
clean lead dust and chips, healthy foods to protect your
children, financial help for owners, safe deleading and
renovation work, and soil testing.)
Region I
617-753-8400, 1-800-532-9571
lead)

Massachusetts Department of Labor and
Workforce Development
(List of licensed deleaders)
617-969-7177, 1-800-425-0004

Your local lead poisoning prevention
or your local Board of Health

U.S. Consumer Product Safety Commission
(Information about lead in consumer

1-800-638-2772

U.S. Environmental Protection Agency,

(Information about federal laws on

617-565-3420

National Lead Information Center
(General lead poisoning information)
1-800-LEAD-FYI