**ATTENTION LANDLORDS/PROPERTY MANAGERS** \*\*\*Feel free to use the below text as a template to draft emails/letters to tenants to seek their assistance in applying for NJ LRAP \*\*\*

**Suggested Email Subject:** Important Update on Lead-Based Paint Abatement Funding

{BEGIN}

Dear Tenant [OR INSERT FIRST NAME]:

As you may know, the building you currently reside in was constructed prior to 1978 and if lead-based paint is present in your unit, it must be abated or remediated. I'm writing to inform you about a critical opportunity that is now available. The State of New Jersey's Department of Community Affairs (DCA) is now offering funding for residential lead-based paint remediation and abatement for income qualified households.

While this funding is not directly provided to landlords nor tenants, we must collaborate to ensure your household can take advantage of this program. **To apply on your behalf, we'll need to submit the following documentation:**

- Your current household member information

- Income details for each adult member in your household

**Alternatively, you are welcome to submit the application with the above documentation directly to DCA using the above eligibility criteria at** [**https://leadabatement.nj.gov**](mailto:https://leadabatement.nj.gov)**/.**

It's crucial that we work together to continue to ensure a safe living environment. Your prompt response and cooperation will be greatly appreciated.

Please contact our office at [INSERT NUMBER] or email [INSERT EMAIL] to let us know if you'd like us to apply and submit the documentation on your behalf or if you need any assistance with your own DCA online application submission at the link above.

I look forward to collaborating with you soon.

Sincerely,

[Your Name]

{END LETTER}