

## **Record of Tenant Notification Procedures**

*(Procedures Used For Delivering Notices to Tenants of Renovations in Common Areas)*

Project Address:

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Street (apt. #)

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City State Zip Code

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Owner of multi-family housing Number of dwelling units

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Method of delivering notice forms (e.g., delivery to units, delivery to mailboxes of units)

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Name of person delivering notices

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Signature of person delivering notices Date of Delivery