

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Rental Address]

DISCLOSURE OF MOLD PROTOCOL AND PROCEDURES

Dear Tenant,

In accordance with [State/Local Statute if applicable] and our commitment to maintaining a healthy living environment, this letter serves as formal disclosure regarding the mold protocol and remediation procedures for your rental unit.

1. Landlord Responsibilities:

The Landlord is responsible for maintaining the structural integrity of the building, including the roof, windows, and plumbing, to prevent water intrusion. If mold is reported, the Landlord will inspect the area within [Number] hours/days and determine if professional remediation is required.

2. Tenant Responsibilities:

Tenants are required to take proactive steps to prevent mold growth, including:

- Using exhaust fans in bathrooms and kitchens.
- Maintaining proper climate control and ventilation.
- Promptly wiping down moisture from windows or walls.
- Immediately reporting any leaks, water stains, or visible mold to Management.

3. Reporting Protocol:

If you suspect the presence of mold, you must submit a written maintenance request via [Method: e.g., Online Portal/Email] or call [Phone Number] for emergencies. Do not attempt to clean large areas of mold with bleach or chemicals yourself, as this may interfere with proper testing.

4. Remediation Process:

If mold is identified, the Landlord will follow standard industry protocols, which may include:

- Identifying and fixing the source of moisture.
- Containment of the affected area.
- Removal of contaminated materials by certified professionals.
- Post-remediation cleaning and air filtration.

5. Temporary Relocation:

In the event that remediation renders the unit uninhabitable, the Landlord will comply with local laws regarding tenant displacement and relocation assistance.

By signing below, you acknowledge that you have received and understand the mold protocol for this property.

Landlord/Property Manager Signature

Tenant Signature

Date