

## 2012 Annual Safety Notice Service

### *Are you complying with the law?*

Each year, building owners must provide their tenants with three required notices:

- *Window Guard* • *Lead Paint* and • *Fire Safety Plans*

RSA has combined these notices into one mailing and gives you

**TWO** options to comply with these annual legal requirements. *Protect yourself and avoid liability by signing up for the **Basic** or **Enhanced Safety Notice Service** today!*

*Notices will be mailed between January 1-16, 2012.*

#### ► The **Basic Safety Notice Service** provides you with:

- Annual Window Guard, Lead Paint and Fire Safety Plans, sent to your tenant.
- Return envelopes for your tenant to send the notices back to you.
- Proof of mailing maintained by RSA.

#### ► The **Enhanced Safety Notice Service** provides you with:

A complete *digital back office* to fulfill your annual safety notice requirements with the ease of a *paperless*, online system. The **Enhanced Safety Notice Service** features include:

- Window Guard/Lead Paint responses from your tenants will be return mailed to the RSA to be scanned and coded.
- If a tenant response is not received in thirty days, a second notice will be mailed automatically.
- Use the secure RSA website to generate follow-up work orders for tenants who have not responded, require window guard installation or repair or require a lead paint inspection.
- Print the required letter to the NYC Department of Health and Mental Hygiene listing the apartments which did not respond and could not be inspected.

If you've used the Annual Safety Notice Service in the past, you might consider using the improved Enhanced Safety Notice Service. ***Whether you complete the process on-line or through the mail, you can use the RSA website to verify processing dates and to print a notarized affidavit as proof of mailing, should you need it for legal purposes.***

#### HOW DO I SIGN-UP?

- **Basic Safety Notice Service:**
  - **Return the Worksheet to RSA**  
- or -
  - **Log on to the RSA website**  
([www.rsanyc.org](http://www.rsanyc.org))
- **Enhanced Safety Notice Service:**  
*AVAILABLE ONLINE ONLY*  
**Log on to the RSA website**  
([www.rsanyc.org](http://www.rsanyc.org)).

#### WHAT DOES IT COST?

- **Basic Safety Notice Service:**  
**\$4.40 per apartment** for members (\$40 minimum per bldg.) and \$6.40 per apartment for non-members (\$60 minimum per bldg.)
- **Enhanced Safety Notice Service:**  
Includes all the features of the basic service, is available for an additional **\$1.50 per apartment** and is *AVAILABLE ONLINE ONLY*.

**It is extremely important to send your worksheet in or sign-up online ASAP so that your notices can be mailed on time. Notices will be mailed between January 1-16, 2012.**

For information or assistance call the RSA at **212-214-9200**.