**Sample Landlord Letter for CO requirements**

Directions:

Below is a sample letter that HOPWA project sponsors can use when notifying landlords of Carbon Monoxide (CO) monitoring requirements. This letter is published so that programs can and should edit as needed for their specific situation. For example, if your community does have more restrictive CO detection requirements, the letter below includes a paragraph to add those requirements. If your community does not have more restrictive requirements, you should delete the placeholder to add that specific paragraph.

As you make changes to the letter, please remember that you should not disclose an assisted family’s HIV status in this letter or to meet CO monitoring requirements. Therefore, please make sure that any edits do not include references to the HOPWA program, the HOPWA Notice that required CO monitoring, or an agency name/telephone/email address that is specifically tied to HIV status. If you have additional questions regarding confidentiality in the HOPWA program, please review the [HOPWA Confidentiality User Guide](https://files.hudexchange.info/resources/documents/HOPWA-Confidentiality-User-Guide.pdf).

*NOTE: This material is based upon work supported by funding under an award with the U.S. Department of Housing and Urban Development.  The substance and findings of the work are dedicated to the public. Neither the United States Government, nor any of its employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the U.S. Government or any agency thereof. Opinions expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, HUD or by any HUD program.*

# [Insert Date]

# Dear Landlord or Property Manager,

A new federal law requiring carbon monoxide (CO) detection in certain Federally-assisted housing units went into effect on December 27, 2022. We are writing to inform you that this new law applies to your rental unit. This letter contains information about the CO detection requirements and how to ensure your unit is in compliance with the new law.

Carbon monoxide or CO is an odorless, colorless, and toxic gas. It is impossible to see and is a tasteless gas produced by the incomplete combustion of fuel burned in vehicles, small engines, stoves, lanterns, grills, fireplaces, gas ranges, or furnaces. It can build up indoors and poison people and animals who inhale the toxic fumes. Effects of CO exposure can vary depending on age, overall health, and the concentration and length of exposure. Exposure can cause harmful health conditions, permanent brain damage, life-threatening cardiac complications, fetal death or miscarriage, and death in a matter of minutes. Individuals who are asleep or intoxicated may die from CO poisoning before experiencing any symptoms.

The new law requires screening of all covered units assisted under our housing program to determine if CO detection is required in compliance with the applicable standards provided by Chapters 9 and 11 of the 2018 International Fire Code (IFC), available at: <https://codes.iccsafe.org/content/IFC2018P6>. Briefly speaking, any unit in a building with a fuel-burning appliance or fireplace, forced-air furnace, or attached private garage must be screened to determine if and where CO detection is required. When required, CO detection in the unit can be achieved by installing either carbon monoxide alarms or detectors. CO alarms and detectors must be properly installed in appropriate areas in the unit and maintained to the IFC standards.

*[Insert state/local requirements here if applicable. For example…The State/County also has CO detection requirements that apply to rental units. The applicable standards can be found at XX and include XX.]*

The first step to complying with these CO detection requirements is to complete a screening of your unit to determine whether CO detection is required. Please complete the attached screening survey and return it using the enclosed self-addressed envelope by the end of the month or sooner if possible.

Once returned, we will let you know if additional screening is necessary or if the unit(s) is exempt from this requirement. If your unit does not currently meet the CO detection requirements, we will work together to achieve compliance. As a reminder, the CO detection law is already in effect, so we must work toward compliance as soon as possible to ensure continued rental assistance to the unit. Going forward, the annual unit inspection process will include a check for properly installed and maintained CO alarms or detectors, if applicable.

Please let us know if you have any questions or concerns regarding carbon monoxide hazards or carbon monoxide detection. We appreciate your efforts to ensure your rental unit is in compliance with CO detection requirements and is a safe, healthy environment for the tenant. Thank you for participating in our program, and we look forward to our continued relationship.

Sincerely,

(Insert program staff name and title)

**Carbon Monoxide Detection Survey**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions:**

* “**Fuel-Burning Appliance**” is any appliance that burns combustible fuel. Examples include, but are not limited to:
	+ Natural gas/propane/bottle gas/liquified petroleum fueled fireplaces, cooking stoves, heaters, furnaces, boilers, hot water heaters, clothes dryers, or refrigeration units.
	+ Wood/pellet fueled fireplaces, cook stoves, hot waters, furnaces/heaters/boilers
	+ Petroleum-based fueled (such as diesel, kerosene, oil) furnaces, boilers, heaters, and hot water heaters.
* “**Private Garage**” means an enclosed or partially enclosed structure for the storage of one or more vehicles, in which no business or service is conducted for profit or otherwise.
* “**Properly Installed** **Carbon Monoxide Detection**” is defined as being installed in accordance with Chapters 9 & 11 of the 2018 International Fire Code.
* **“CO Alarm(s)”** are fully self-contained, single or multiple-station devices intended to detect the presence of carbon monoxide gas and alert occupants by a distinct audible\* signal. It incorporates a sensor, control components, and an alarm notification appliance in a single unit. A CO alarm may be connected to the wiring of the unit either by being hard-wired or plugged into an electrical outlet with an uninterrupted power supply and includes a built-in battery backup in the event of power interruption or may be solely battery-operated.

* **“CO Detector(s)”** are devices with an integral sensor intended to detect the presence of carbon monoxide gas and transmit a signal to a connected alarm control unit or other approved location, (i.e., alarm panel, fire department, system monitoring company, etc.), which then signals an audible\* alert to the appropriate affected area(s). It is usually part of a larger, central detection and alarm system that is monitored by a central control unit and is most commonly seen in larger multi-unit occupancies. **\* NOTE:** Alarms and Detectors should also incorporate a visual signal in the form of a strobe light to alert Deaf or hard-of-hearing occupants to the presence of carbon monoxide.

**Screening Questions:**

Answer the following questions for the identified unit.

1. Is there a fuel-burning appliance or fireplace located **IN** the unit?

 Yes No

1. Is there a fuel-burning appliance in or attached to the building where the unit is located?

 Yes No

1. Is there a fuel-burning appliance or fireplace in any bedroom?

 Yes No

1. Is the unit served by a fuel-burning, forced-air furnace?

 Yes No

1. Is the unit attached to a private garage?

 Yes No

If yes to any of the questions above, please describe what, if any, CO detection already exists in the unit:

I certify that the above statements are accurate to the best of my knowledge.

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Signature/Acknowledgement of Screening Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Tenant, Owner, Landlord, Property Manager, etc.)