



FREEPORT-McMoRAN COPPER & GOLD

Bagdad Resident Guide

It is our goal to ensure timely delivery of quality, affordable housing, based upon the needs and preferences of our customer. We also strive to provide resources to enrich the community. If you have a particular question not covered in this handbook, please do not hesitate to contact the Townsite Office.

**Please completely fill out and return pages 9-12 and 27
(RV Spaces must return page 31 as well)**

Townsite Properties

Effective February 1st, 2011 through January 31, 2012. Thereafter will remain in effect month to month.

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Who Is Eligible For Housing

All full time Freeport Employees are eligible to apply for housing.

Any short or long term Contractors are offered housing based upon their contract with Freeport McMoRan.

Retirees and non-affiliates are not eligible for housing.

To be eligible for housing all applicants and their occupants must: pass a background check and have no evictions or outstanding balances at any Freeport McMoRan properties.

Getting on the Housing List

Effective July 1, 2004, employees discharged from employment or allowed to resign in lieu of discharge from FMI will have their lease cancelled and will not be allowed to renew their lease. FMI will not provide a new lease to individuals not affiliated directly with FMI or as a contractor employee or Town-site support.

Any and all FMI business needs may be considered a priority that would supersede the positioning of people on the wait list. Freeport reserves the right to designate certain homes for Managers, Superintendent and Staff level positions.

1. Turn in completed rental application and signed Verification form.
2. Ensure that your contact numbers are always kept updated with us.
3. We prioritize the applications by date and type of home needed, please ensure that we are informed of your needs on your application. Please carefully read the permitted occupant section of this guide to understand how permitted occupants affect housing qualifications.
4. You must pass a criminal background check to qualify for housing. Felony or misdemeanor convictions involving sex offenses, physical assault, burglary, or any other criminal convictions that management deems may create a risk to other residents is grounds for denial. We will contact you if you do not qualify.
5. We will contact you when a home is available.
6. **IMPORTANT:** If we have made at least two (2) attempts to contact you without response, your application will become **INACTIVE** and your name will be removed from the waiting list until such time you contact us and ask us to **REACTIVATE** your application. At that time, your name will be put at the end of the waiting list.

Getting an RV Space

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2. Ensure that your contact numbers are always kept updated with us.

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6. **IMPORTANT:** If we have made at least two (2) attempts to contact you without response, your application will become **INACTIVE** and your name will be removed from the waiting list until such time you contact us and ask us to **REACTIVATE** your application. At that time, your name will be put at the end of the waiting list.

Mobile Home Spaces

Freeport McMoRan is no longer allowing mobile homes to be brought into Bagdad. If you would like to purchase a mobile home currently in Bagdad please schedule a meeting with the Townsite Supervisor.

Permitted Occupants

Permitted Occupants that affect housing qualifications consist of: Children living full time in home and spouse or significant other. Parents, siblings, extended family or children over the age of 18 may NOT be considered as qualifying occupants that affect housing needs. Any special circumstances will be reviewed on an individual basis and may require documentation. Background Checks are required for everyone over the age of 18. The application must be signed by everyone over the age of 18 and will not be considered eligible until this is completed.

Anyone staying at the home in excess of fourteen (14) nights in any given six month period will be considered Occupants.

Crime Free Lease Addendum & Trespass Policy

Tenant, Permitted Occupants and guest shall obey all local, state, federal laws and Community Policies. Review the Crime Free Lease Addendum (Exhibit B) as failure to comply may result in immediate termination of lease.

Freeport Reserves the right to Trespass any person in violation of the law, Community Policies or Crime Free Lease Addendum.

Offering Process

Homes will not be offered if they have not gone through a maintenance inspection and turn.

- Upon receiving a turned home from maintenance it will be offered to the first qualifying applicant. The applicant must contact Townsite within 48 hours of offer to schedule a time to view the home.
- The applicant will have the choice to accept or deny the offer. If the applicant chooses to turn the home down the home will be offered to the next qualifying applicant.

- A second offer will be made when a qualifying home becomes available. There will be no guarantee on the time period between offers, the home that was denied will not be held for comparison and will immediately be offered to the next qualifying applicant. Whenever possible, two homes will be offered at the same time.
- They again will have the option to accept or deny the home. If the tenant chooses to deny the second offer the tenant will be removed for the housing list for a period of thirty (30) days.
- After the thirty day wait period it is the applicant's responsibility to reapply to be added back onto the housing list.

Applicants who accept a home will NOT be eligible to transfer unless permitted under the current transfer policy.

Transfer Policy

All Transfer request will be reviewed by the Housing Authority. Each request is viewed on a case by case basis. A compelling reason must exist for the transfer and will also be weighed against the needs of the demand for new hire housing.

Any approved transfers will be added to the current applicant list and will follow the same processes including paying new move in totals.

Moving into Your New Home

Upon accepting your new home you will have a maximum of two (2) weeks to take possession by signing a lease for the home. You will be required to pay the deposit, prorated rent, trash and propane hookup fees at lease signing. Residence may pay via check, debit card, money order or credit card. We do not accept cash. Please review the current rate scale to determine the exact cost. If you cannot sign the lease in the allotted two week time period we will reoffer the home and you must reapply again after a thirty day wait period.

Move In Inspection

There is a statement of unit condition located at the back of the lease included in this handout. Please take this form when viewing your housing offers and fill out for the home you have selected. You must complete this form to schedule your lease. As per the lease the tenant shall have twenty-four hours after lease signing to notify Townsite of any defect or needed repairs not already noted on the statement of unit condition.

Appliances

All homes do NOT come equipped with stove, refrigerator, dishwasher, washer or dryer. The tenant is responsible to provide all their own appliances. The majority of homes use propane appliances but a select few will accommodate electric. Please double check your home before purchasing any appliances. If your stove or dryer is gas it must be converted to propane. Townsite Maintenance Department **DOES NOT** convert appliances. Conversion kits can be purchased at Car Quest. All stoves and dryers **MUST** be installed by the Townsite Maintenance Department. Maintenance will hook up the unit to ensure proper installation. This must be done prior to making an appointment for maintenance to install appliances. For installation please call 928-633-6015.

Pay Schedule

After initial move in amounts are paid all Freeport Employees will have the rent, trash and propane payroll deducted. Rent and trash are deducted bimonthly. Propane is payroll deducted on the first check of the month following the billing cycle. If two Freeport Employees occupy a home whoever is the lease holder will have the amounts payroll deducted. It is the tenant's responsibility to ensure all amounts are deducted. Any amount not deducted is still the tenant's responsibility to pay.

Any non Freeport Employees are required to pay in accordance with the lease.

Utilities

All utilities are the responsibility of the tenant with the exception of water and sewer. Propane and trash service are provided through Freeport McMoRan. Tenants must set up electric service through APS within three business days of signing the lease. It is the tenant's responsibility to make arrangements for TV, Internet and telephone services. Phone numbers for services can be found on the Bagdad Phone List (pg 27).

Utility Connection and Rates Disclosure

Available Electric is 100 amp. Service is provided through APS.

Water connection is ¾ inch. Water provided at no charge through Freeport McMoRan.

Sewer connection is 3 inch. Sewer service provided at no charge through Freeport McMoRan.

Any propane connections or disconnects please call maintenance at 928-633-6015. Propane service is provided by Copper Market Inc. and is billed at .04544 rate.

Termination of Lease

Tenants shall receive a thirty (30) day notice of termination of Lease in the event of loss of employment. This includes Freeport Employees transferring to another site. Any tenants exercising problem solving will be eligible to remain in housing until completion of problem solving. Employees who retire are only eligible to stay in housing for six months. Tenants who are on short term disability are eligible to remain in housing but once they transition to long term disability they will receive a six month termination. **Tenants on disability may not have rent, trash and propane payroll deducted. All Tenants are responsible to keep current on rent, trash and propane in accordance with the lease; it is Tenant's responsibility to ensure these amounts are paid.**

If a tenant would like to terminate their lease they must provide notice in writing.

Violations of the lease or Community Policies may also result in termination of the lease.

Move Out Procedures

All Tenants are encouraged to request a move out inspection with maintenance to assess any possible charge backs. Please give at least 72 hours' notice to schedule the inspection.

Keys and forwarding information can be returned during normal business hours or after hours and weekends in our drop box. If returning to the drop box please clearly label all keys and call next business day to ensure they were received. **Tenants will continue to accrue charges and are responsible for the home until the keys are returned to Townsite.**

Return of Security Deposit

Upon move out Freeport will discontinue trash and propane services. A move out inspection will be performed to assess any damages. We encourage tenants to be present for the inspection. Any rent collected for beyond the move out date will be combined with the Security Deposit. A Deposit Disposition of the home will be sent to the tenant at the last known address. The deposit disposition will contain the amount of the Security Deposit, less any outstanding charges (i.e. unpaid rent, propane, trash or damages) plus any credits on your account. Tenants entitled to a refund will have their payment mailed to the last known address as a certified letter. You will be required to sign to pick up the letter. Any tenants who have an unpaid balance will receive three (3) notices. Following the third notice the account is susceptible to be sent to collections.

Pets

All pets must be listed on Pet Residency Agreement (Exhibit C). Pets must be kept current on all vaccinations and licensed in accordance with local and state laws. Tenants will be responsible for any damages caused by their pets. Farm, exotic and wild animals are not allowed in housing. Townsite reserves the right to revoke approval of a Pet Residency Agreement at any time.

Vehicles

Tenants shall not regularly park more vehicles, recreational vehicles, trailers, campers, or boats than home can accommodate. Parking is subject to availability of space at each individual home. Sidewalks, front yards and common areas must be kept clear of obstructions.

RV, Boat and Trailer Storage

Townsite offers a limited number of storage spaces for RV, boat and trailer storage. Please inquire about availability in the Townsite office. To be eligible for storage tenant must provide current registration and insurance.

Homes Business

Tenants must request for permission to conduct a home business. These requests must be made in writing to the Townsite Office and contain any necessary supporting documents (i.e. licenses, insurance, etc). All home businesses must comply with Local, State, and Federal laws, regulations, and licensing requirements.

Full Name: _____
First **FULL** Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Relationship to Applicant: _____

Full Name: _____
First **FULL** Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Relationship to Applicant: _____

Full Name: _____
First **FULL** Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Relationship to Applicant: _____

Full Name: _____
First **FULL** Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Relationship to Applicant: _____

Current Employment Information

FMI Employee Information

Name of Current Department: _____

Name of Current Supervisor: _____

People Soft Number: _____ (New Hire's will receive in orientation)

Hire Date: _____ Occupation: _____

Title: _____ Grade: _____

Contractors

Name of Current Employer: _____

Name of Current Supervisor: _____

Supervisor Phone Number: _____

Title: _____ Occupation: _____

Additional Information

Is Current Landlord Townsite Services: Yes No

Please indicate what type(s) of housing that will be needed: Permanent RV Park - Trailer Size: _____ Feet

Will you need temporary housing? Yes No

Have you previously lived in Bagdad? Yes No

If yes, please indicate which address: _____

Have your or any member of your household including juveniles:

1. Ever been arrested, cited, prosecuted, plead guilty to or been convicted of a crime? Yes No

2. Ever been placed on probation, parole or any other release from jail or prison? Yes No

3. Ever been or currently are a member of a gang? Yes No

4. Is there a current warrant for you or any other member of your household? Yes No

5. Ever been evicted or had a forcible detainer filed against you? Yes No

Maintenance

Office Hours & Contact Information

The Townsite Properties maintenance is open Monday through Friday from 7:00 am to 3 pm.

Work Orders 928-633-6015
Bill Taylor 928-633-3103
Nick Martinez 928-633-3313

Keys & Lockouts

Only the residents listed on the Lease and with identification will be issued keys to the home. During business hours keys are available the Townsite Properties office and there is no fee for lock outs. Any lock outs after hours and on weekends will incur a \$50 charge. The key will be taken to the security gate where you will be required to show identification for pick up.

Work Order Request

If a tenant requires maintenance please call 928-633-6015 and leave a message containing the nature of the problem, your address and a contact phone number.

Maintenance Emergencies

Fire call 911 immediately

If you have any of the problems below after 3 pm or on a weekend please contact the Security Gate at 928-633-3211 to dispatch the on call maintenance personnel:

Gas Leaks, Gas Odors
Sewer Blockages (Slow drains will be addressed during normal business hours)
House Flooding
A/C or Heating not working (Tech may exercise discretion if weather permits)
Hazardous Electrical Problems (sparking or arcing, may require notifying the on-call electrician)

Pest Control

Tenants are responsible for their own pest control. For any wood destroying pests please contact the Townsite Maintenance.

Propane Policy and Hazards

Copper Market Gas INC. operates and maintains a propane distribution system in the town of Bagdad and the Sycamore Mobile Home Park, to bring clean, economical and safe energy to your home. Pipeline facilities may exist on or near your property. The purpose of this message is to make you aware of our pipeline and what to do in the event of an emergency.

1. HAZARDS/PROPERTIES OF PROPANE

Flammable in concentrations of approximately 2.15% to 9.60% gas in air.

Explosive in a confined space if present in the above concentrations.

Asphyxiate, by displacing oxygen in a confined space.

In low concentrations may cause narcotic effects. Symptoms may include dizziness, headache, nausea and loss of co-ordination.

FIRE (Flammable Gas)

Specific Gravity 1.55 (air = 1.0) Heavier than air

2. HOW COPPER MARKET GAS INC. PREVENTS PIPELINE DAMAGE

Participation in one-call and dig-safe programs

Inspection Programs

Design and construction practices

Workforce qualifications

Public education programs

Industry safety practices and government oversight

Pipeline markers and facility mapping

Leak surveys

Patrol of facilities

Pressure monitoring

Odorant testing

Communication and coordination with emergency, local and state agencies

Security measures

Integrity Management Programs

3. HELP US PREVENT PIPELINE DAMAGE BY

“Call before you dig” so the location of underground facilities can be marked out.

Call your one-call center at least two (2) working days before you start digging. There is no charge.

Arizona Blue Stake 1-800-STAKE-IT (1-800-782-5348)

Notify Copper Market Gas INC immediately if the pipeline is inadvertently struck during excavation.

Report unauthorized excavations or suspicious activity at any pipeline facility or on the right-of-way.

4. PIPELINE DAMAGE CAN BE DETECTED BY

SMELL - Propane Gas is colorless and odorless. Typically, a distinct and recognizable odorant is added to propane gas so that people detect and recognize it quickly.

SIGHT – A dust cloud, mist, fog bubbles in standing water, or vegetation that appears to be dead or dying for no apparent reason.

SOUND – An unusual noise like roaring, hissing, or whistling.

5. WHAT YOU SHOULD DO IF YOU SUSPECT A LEAK

Move to a safe location, preferably up hill & up wind

Call local emergency responders at **(928) 633-2211**. The Security Gate will be able to contact Copper Market Gas INC. Do not strike a match; use telephones; operate engines and motors; or switch on/off appliances, lights, or even a flashlight in the area where you smell gas. These items can produce sparks that might ignite the gas and cause an explosion.

Blue Stake

All earth penetrations and boring completely through concrete need to have an Arizona Blue Stake. Any wall, ceilings and concrete penetrations will be given a permit through Utilities/ FMI Blue Stake Department. If you have any questions about the blue stake procedure you can call the Utilities/Blue Stake Department 928-633-3400.

To Get A Blue Stake:

Call Arizona Blue Stake at 1-800-782-5348

Choose English or Spanish

Choose one for property owner

Answer questions:

Give contact information

Is there access to work area?

Is area marked in white?

Are you using any explosives?

Are you doing any boring?

The agent will give you a permit number

Call FMI Utilities/Blue Stake Department, give them the information for the blue stake and they will issue a FMI blue stake permit.

Pools, Hot Tubs, Whirlpools & Spas

Tenant must request permission to have pool, hot tub, whirlpool or spa at home. Please review Arizona state laws to ensure all fencing and gates are in compliance. Resident age exemption does not apply and all state regulations must be adhered to.

<http://www.azleg.state.az.us/ars/36/01681.htm>

Alterations & Add Storage Sheds

Any alterations to the home including storage sheds and fencing must be approved by Townsite and Maintenance. Tenants may pick up an approval form at the Townsite Office. Please wait to request any necessary Blue Stakes until after approval has been granted.

Fences must not exceed six (6) feet in the back and three feet six inches (3'6") in the front of the house. Tenant must provide access for any and all utility companies.

Storage Sheds must not exceed 144 square feet.

Yard Maintenance

Tenant will be responsible for controlling the growth of weeds in the front, side, back yards and driveways. Weeds shall not extend into neighboring yards or into the street. Tree, shrub and limb trimming are the tenant's responsibility. For any trees grown into utility lines tenant must contact appropriate utility service provider.

Vehicle Waste Disposal Guidelines

Tenants may dispose of used motor oil, batteries, tires, and antifreeze at the Bagdad Conoco.

Bulk Trash & Free Trash Days

Freeport McMoRan will cover the cost to dump bulk trash every Tuesday. You are required pick up dump passes at the Townsite Services office and dump your own items at the Yavapai Transfer Station. Items left on the curb will not be picked up. Please ask the Transfer Station for a complete list of items they will not accept. For yard and tree clippings please refer to the Chipping Yard section of this guide.

The Yavapai Transfer Station is also open on Thursday (8-4) and Saturdays (8-12) for dumping at your own cost.

Chipping Yard

Any grass, tree, or yard debris can be dumped in the chipping yard. The yard is located behind the McClure RV Park and is open continuously to Bagdad residents. Please remove all debris from any plastic bags and ensure no trash is left behind. The chipping yard is not for dumping any trash, processed wood, concrete, metal, glass etc. Any violators found may be prosecuted and fined.

Protect Your Family From Lead In Your Home

United States Environmental
Protection Agency



United States Consumer
Product Safety Commission



United States Department of
Housing and Urban
Development



Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called leadbased paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

OWNERS, BUYERS, and RENTERS are encouraged to check for lead before renting, buying or renovating pre- 1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.

SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.

RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

People can get lead in their body if they:

- Breathe in lead dust (especially during renovations that disturb painted surfaces).
- Put their hands or other objects covered with lead dust in their mouths.
- Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Lead is also dangerous to women of childbearing age:

- Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.

Lead's Effects

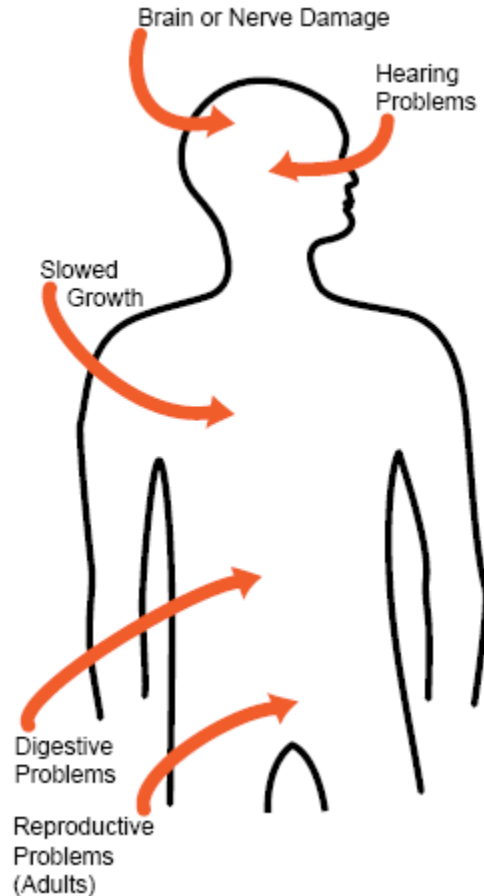
It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

- Nervous system and kidney damage.
- Learning disabilities, attention deficit disorder, and decreased intelligence.
- Speech, language, and behavior problems.
- Poor muscle coordination.
- Decreased muscle and bone growth.
- Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.



In adults, lead can cause:

- Increased chance of illness during pregnancy.
- Harm to a fetus, including brain damage or death.
- Fertility problems (in men and women).
- High blood pressure.
- Digestive problems.
- Nerve disorders.
- Memory and concentration problems.
- Muscle and joint pain.

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Where Lead-Based Paint Is Found

Many homes built before 1978 have leadbased paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- In homes in the city, country, or suburbs.
- In apartments, single-family homes, and both private and public housing.
- Inside and outside of the house.
- In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

In general, the older your home, the more likely it has lead based paint.

Checking Your Family for Lead

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- Children at ages 1 and 2.
- Children or other family members who have been exposed to high levels of lead.
- Children who should be tested under your state or local health screening plan. Your doctor can explain what the test results mean and if more testing will be needed.

Get your children and home tested if you think your home has high levels of lead.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- Windows and window sills.
- Doors and door frames.

- Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- 400 parts per million (ppm) and higher in play areas of bare soil.
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A paint inspection tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- A risk assessment tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Just knowing that a home has lead based paint may not tell you if there is a hazard.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- Visual inspection of paint condition and location.
- A portable x-ray fluorescence (XRF) machine.
- Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, or call 1-800-424-LEAD (5323) for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Clean up paint chips immediately.
- Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER

MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.

- Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- Wash children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces.
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards In The Home

In addition to day-to-day cleaning and good nutrition:

- You can temporarily reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- To permanently remove lead hazards, you should hire a certified lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs. Call your state or local agency for help in locating certified professionals in your area and to see if financial assistance is available.

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- Have the area tested for lead-based paint.
- Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- Temporarily move your family (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- Follow other safety measures to reduce lead hazards. You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If not
conducted

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined in this brochure.

properly, certain types of renovations can release lead from paint and dust into the air.

Other Sources of Lead

- **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- Old painted **toys and furniture.**
- Food and liquids stored in **lead crystal or lead-glazed pottery or porcelain.**
- **Lead smelters** or other industries that release lead into the air.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

Call 1-800-424-LEAD (424-5323) to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit www.epa.gov/lead and www.hud.gov/offices/lead/.

EPA's Safe Drinking Water Hotline

Call 1-800-426-4791 for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call 1-800-638- 2772, or visit CPSC's Web site at: www.cpsc.gov.

Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at www.epa.gov/lead or contact the National Lead Information Center at 1-800-424-LEAD.

For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6

Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7 (ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 9 (Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. EPA Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Eastern Regional Center
Consumer Product Safety
Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Central Regional Center
Consumer Product Safety
Commission
230 South Dearborn Street, Room
2944
Chicago, IL 60604
(312) 353-8260

Western Regional Center
Consumer Product Safety
Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206

Washington, DC 20410
(202) 755-1785

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- Get your young children tested for lead, even if they seem healthy.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods.
- Get your home checked for lead hazards.
- Regularly clean floors, window sills, and other surfaces.
- Wipe soil off shoes before entering house.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424- LEAD for guidelines).
- Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- Don't try to remove lead-based paint yourself.



PO BOX VERIFICATION

Post Master,

This Notice is to verify that _____ has signed a lease for _____ on ____/____/____.

Please use this certification as proof of residency for the purpose of receiving a Post Office Box.

Thank you,

Townsite Management
700 Palo Verde
Bagdad, AZ 86321-202
928-633-6001

Post Office Use only:

PO BOX _____ assigned.



SATELLITE DISH & INTERNET INSTALLATION

Name: _____

Address: _____

The following guidelines will apply to the installation of a satellite dish or internet at your residence.

1. You the tenant will be responsible for any damages cause to the building during your installation.
2. You will be responsible for any roof penetrations that are introduced to the roof.
3. You will be responsible for any leaks caused by the penetrations from the installation.
4. Upon vacating the residence, you will be responsible for ensuring the roof is returned to original condition, prior to installation to include shingle replacement if necessary.

Another option to avoid the above listed guidelines would be to have you satellite dish installed at ground level.

Please feel free to call Townsite Properties Office if you have any questions regarding this matter.

Tenant Signature

Date

Townsite Approval

Date

Verification Form

I, _____, HAVE READ AND UNDERSTOOD THE RESIDENTIAL GUIDE AND BAGDAD TOWNSITE RESIDENTIAL LEASE. I AGREE TO ABIDE BY ALL POLICIES AND PROCEDURES. ANY CONCERNS I HAVE ARE LISTED BELOW:

IF NO CONCERNS LIST NONE

APPLICANT SIGNATURE

DATE

TOWNSITE

DATE

ANY ABOVE CONCERNS I HAD WERE ADDRESSED BY TOWNSITE _____
Applicant Initial

BAGDAD PHONE LIST		
Allstaff Services	928-925-4889	700 Palo Verde
American Legion	928-633-4350	Fred
Animal Control	928-771-1135	
APS	1-800-253-9405	(Open 24 Hours)
Bagdad Clinic	928-633-4111	12 Hope
Bagdad Dentistry	928-633-5866	316 Mercy
Bagdad Fire Station	928-633-3338	501 Lindahl
Bashas	928-633-4599	105 Main
Blue Stake	1-800-STAKE-IT	
Chiropractor	928-443-5419	500 Lindahl
Christian Life Assembly		1 Palm
Church of Christ		202 Little Cloud
Church of Jesus Christ Latter-Day Saints	928-633-2073	2 Community Drive
Circle Bar Steakhouse	928-633-3482	901 Lindahl
Clean Harbors	480-297-4638	Monday/Thursday = Tuesday Recycle Tuesday/Friday = Thursday Recycle
Comm Speed	928-772-1111	
Conn Pest Control	928-445-2391	
Conoco (Gas/Propane)	928-633-3159	Propane Schedule Tuesday 8am to 11am (call for appointment) Wednesday 12 to 5 & Thursday 12 to 5 (No Appointment Needed)
Copper Kids Day Care	928-633-6583	700 Palo Verde
Copper Sheet Motel Office	928-633-6004	700 Palo Verde ~Kathy
Coy Landscaping	602-275-5177	
Diner On Main	928-633-2131	103 Main
Direct TV	1-800-280-4388	
Dish Network	1-888-397-3474	
Dye'n 2 Tease	928-308-3427	119 Main
ER Pest Control	623-528-5788	
First Baptist Church		502 Palo Verde
Fitness Center	928-633-3256	700 Palo Verde
Hilltop Community Church	928-633-2140	109 Hilltop Drive
Karol's Klassy Klawz	928-633-4616	119D Main
Library	928-633-2325	700 Palo Verde
Linda's Custom Cuts	928-633-4215	119G Main
Mesa View Golf Course	928-633-2818	4 Ash
Mine Tours	928-633-4390	Must leave a message. Will receive a call back.
Pentecostal Church		138 Rincon
Physical Therapy	928-684-5529	700 Palo Verde
Propane Conversion	928-899-5429	Russ Reason
S&G	928-633-4243	115 Main
Safeway Pharmacy	928-633-2323	12 Hope
School Administration Office	928-633-4101	
Security Gate	928-633-3211	

Sexton Pest Control	928-772-4603	
Sheriff Sub Station	928-633-5018	100 Main
Southern Baptist Church	928-633-4350	502 Lindahl
St. Francis Catholic Church	928-633-2389	216 Cook Street
Sunwest Auto	928-633-2225	113A Main Street
Swimming Pool	928-633-6021	700 Palo Verde
Table Top Telephone	1-800-560-8101	
Them Ind.	928-633-6546	Auto Repair - 117 S. Main Street
Townsite Maintenance	928-633-6015	Must Leave Message
Townsite Services	928-633-6001	700 Palo Verde
Transfer Station	928-633-5632	Free Dump Day. Pick up tickets at Townsite.
US Post Office	928-633-2553	111 Main Street
Yavapai Game and Fish	928-771-3260	

Rate Scale

Housing Type	Monthly Rent	Security Deposit (1.5 x rent)	Trash Hook Up Fee	Propane Hook Up Fee	Maximum Amount Due at Lease Signing if Signing on 1st of the Month (Rent is Pro-Rated)
1 x 1	200.00	300.00	15.50	22.00	537.50
2 x 1.5	240.00	360.00	15.50	22.00	637.50
3 x 1.5	270.00	405.00	15.50	22.00	712.50
3 x 2	290.00	435.00	15.50	22.00	762.50
4 x 2	320.00	480.00	15.50	22.00	837.50
4 x 2.5	330.00	495.00	15.50	22.00	862.50
2008 3x2 1300 sq ft	300.00	450.00	15.50	22.00	787.50
2008 3x2 1740 sq ft	380.00	570.00	15.50	22.00	987.50
2008 4x2 1900 sq ft	430.00	645.00	15.50	22.00	1112.50
RV Employee	100.00	150.00	N/A	N/A	250.00
RV Non Employee	200.00	300.00	N/A	N/A	500.00
2010 Average Mobile Home	97.94	145.00	15.50	22.00	
2009 Average Mobile Home	88.15	130.00	15.50	22.00	
2008 Average Mobile Home	79.33	120.00	15.50	22.00	

MOBILE HOME AND TRAVEL TRAILER REGISTER

A.R.S 42-19154 requires a register of mobile homes **MUST** be maintained. A.R.S. 33-1478 requires registration. This card must be filled out by the mobile home or travel trailer owner at time of arrival.

PLEASE PRINT OR TYPE ALL INFORMATION

Park Name _____ Space _____ State of Title _____

Date Unit Arrived _____ Date Unit Departed (must be filled in by park manager) _____

Titled Owners _____

Current Mailing Address of (check one): Legal Owner Title Owner Renter

Lien Holder Name _____

Lien Holder Mailing Address _____

License Plate # _____ Expiration Date _____ State Issued _____
Manufacturer _____ Name or Model _____
Model Year _____ Width _____ Length _____ VIN # _____

Arizona Resident? Yes / No Are you employed in AZ? Yes / No Children in AZ? Yes / No
Are you a non-resident military? Yes / No If yes, Contact the Assessor's Personal Property Section in this county.

Owner's Signature _____ **Date** _____ **Renter's Signature** _____ **Date** _____
DOR 82505A (Revised 11/03)

- A.R.S. 42-19154 Duty to Maintain register; reports to County Assessor; violation; classification
- A. If a person permits a mobile home to be placed on land that the person owns, possesses or controls in a manner that permits the mobile home to be occupied as a dwelling or sleeping place for one or more persons for a period of thirty days or more, the person shall keep a register containing information that is required by the department.
 - B. The department shall prescribe, and the county assessor shall furnish, forms for maintaining the register. A copy of the information in the register for each month shall be sent to the county assessor within ten days after the month covered by the report.
 - C. A person who knowingly fails to maintain the register or make the report required by this section is guilty of a class 2 misdemeanor.

A.R.S. 33-1478 Remedies for abandonment; required registration

B. A required standardized registration form shall be filled out by each mobile home space renter, upon mobile space rental, showing mobile home make, year, serial number and license number if any be legally required, and also showing if the mobile home is paid for, if there is a lien on the mobile home, and if so the lienholder, and who is the legal owner of the mobile home unit. The registration cards or forms shall be kept on file with the park management as long as the mobile home is on the mobile home space within the park. Notice shall be given to park management within ten days of any changes in a new lien, changes of existing lien or settlement of lien.