

# Instructions for MDE Form D – Re-inspection

*Form D is used for re-inspections to amend an inspection certificate (Form 330) that has already been issued; do not submit a Form D with a new certificate.*

- A.) Enter the MDE Tracking Number. The tracking number was formerly known as the MDE Owner Number.
- The property owner, NOT the inspector, should call MDE at 800-776-2706 or 410-537-4199 to receive a number or verify an existing number.
  - This is the number that the property owner will use to register their rental properties each year.
- B.) Enter the Inspection Certificate Number that is preprinted on the Form 330.
- C.) Fill in the address including the unit number per the instructions in the Unit Naming Guidance section of the handout.
- D.) Enter the date of the initial inspection as noted on the Form 330.
- E.) Read the instructions within each box on the Form D, and check the appropriate box as follows:
- **Exterior Waiver** box.
    - A Supervisor's Statement of Work (SSW), with an original signature, must be submitted with the Form D for the exterior work.
    - Enter the Supervisor's Accreditation number and the date that the SSW was signed, not the date the work was performed.
    - **Note:** The exterior of the property must be re-inspected and pass inspection within 30 days of the expiration of the waiver.
  - **Limited Lead-Free Certification** box.
    - If exterior paint was corrected, a Supervisor's Statement of Work (SSW), with an original signature, must be submitted with the Form D for the exterior work.
    - Enter the Supervisor's Accreditation number and the date that the SSW was signed, not the date the work was performed.
    - **Note:** Exterior paint must be re-inspected every two years for Limited Lead-Free. If the property does not pass the re-inspection before the re-certification date then the whole inspection process must be repeated and a new certificate issued.
  - **Test for Lead Dust** box.
    - Use this form if the re-inspection is done more than 30 days after the initial inspection, in which case a failed inspection certificate should have already been issued.
    - Submit a Form C and the laboratory results with the Form D.
    - **Note:** If the re-inspection for occurs within 30 days of the initial inspection you do not need to use this form. You should submit 2 Forms C with the inspection certificate.
- F.) Enter the date and time when the re-inspection was performed and complete the inspector's information, including an original signature. Submit the original to MDE.