

SAMPLE LETTER

[Contractor]
[Address]
[City, State Zip]
[Date]

Maryland Department of the Environment
Air and Radiation Management Main Field Office
Attn: Tamara Davis, Manager
160 South Water Street
Frostburg, MD 21532
Phone: 301-689-5756
Fax: 301-689-6544
frostburg@hereintown.net

Re: Demolition of [address of property to be demolished]

To: Tamara Davis

This letter is to give notification to Maryland Department of the Environment (MDE) regarding the abatement of asbestos, lead paint, etc. from above mentioned property in preparation for demolition. This property is located in the City of Cumberland.

I have inspected the premises and found no asbestos or lead paint on said property.

If asbestos is found during the course of the project, all work will cease. The asbestos will then be removed by a licensed contractor.

Sincerely,
[contractor]

cc: City of Cumberland - Community Development Dept.

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If the property is fire damaged, include this paragraph...

The structure is a fire damaged residential structure exempt from the National Emission Standards for Hazardous Air Pollutants (NESAP) regulations. The interior is not safe to enter, however should friable Assessment of Corrective Measures (ACM) be encountered; it will be handled appropriately by a licensed contractor.

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VENDOR INFO RE BOND: You must complete both the New Vendor Information Form and the Form W-9 from the IRS website in order to be added to the City's accounts payable system. We cannot process a check to you without these two forms. If you could please fill out those forms and return to us, we would greatly appreciate it. You may also chose to submit both forms online at [www.cumberlandmd.gov /Services/New Vendor Information Form](http://www.cumberlandmd.gov/Services/New_Vendor_Information_Form). Once you are in the system as a vendor, there is no need to repeat this step.