

Ultimate Guide To Safety Notice Mailings

2025 Season

Key Dates

Data Collection

All Year	Let SiteCompli know about any new properties, adjusted units, or FEP guide adjustments
Nov 15	Final date to provide unit and FEP information to SiteCompli to ensure mailings can be confirmed & sent on time

Order Confirmation

Dec 2	Final date to confirm all mailings and opt-outs, including Stove Knobs and Back-of-Door Notices
Dec 2 – 15	Orders confirmed during this time will be charged the LATE MAILING rate, but will still be sent in the compliant window of Jan 1 - 15
Dec 16 – Feb 1	Orders confirmed during this time will be charged the LATE MAILING rate and will be sent after Feb 15
Feb 2 – Mar 1	Orders confirmed during this time will be charged the LATE MAILING rate and will be sent after Mar 15

Mailing Dates

Jan 1 – 15	Mailings are sent to residents
Feb 15 – 28	Late mailings sent for orders confirmed Dec 16 – Feb 1
Mar 15 – 31	Final late mailings sent for orders confirmed Feb 2 – Mar 1

Follow Ups & Next Steps

Feb 1	Last day to submit Tenant Contact Workbooks for automatic follow-ups
Feb 15	Manual inspection forms available in SiteCompli and InCheck for follow up attempts
Feb 15 – 28	Automated follow-up calls and emails take place (where contact workbook provided)
Mar 1	DOHMH letters available to download starting today for properties where follow up attempts have been logged

Confirming Your Mailings



We want to ensure all your residents receive mailings as requested, and your business is protected. That's why it's important that users familiar with each property review and confirm your mailings data in your SiteCompli or InCheck account. This includes unit counts and data, and FEP information. For step-by-step instructions on how to confirm your mailings information, [click here](#).

Automatic Follow-Ups



Automatic phone calls and emails from SiteCompli are a great way to log follow-up attempts and get maximum resident information. To take advantage of this, here's what you need to keep in mind:

- Resident contact information (email addresses and phone numbers) are updated annually as part of the mailings process.
- Your CSM will provide a template for all units in your portfolio (a Tenant Contact Workbook); contact information must be submitted in this format in order to upload to your account in a timely manner.
- If you've provided contact details in previous years, only changes to existing data need to be submitted.
- If you do not want all or some of your buildings to receive follow-ups, let us know and we will opt them out.
- Automated follow-ups begin on February 15th and are repeated a few times until February 28th.
- Manual inspection forms (for printing and distribution) are also available in your account starting February 15th. Get more information on manual forms [here](#).

What's a late mailing?



Late mailings are a last resort, sent after January 15th for an additional fee. Teams may choose to send late mailings if they are unable to gather property, unit, and FEP information in a timely manner.

IMPORTANT: Based on the late send date, late mailings are not in compliance with the law. That said, it's better to ensure your residents receive critical information late than not at all.

Questions? We can help!

Reach out to your Customer Success Manager or support@sitecompli.com for additional details or questions about mailings for your properties.