

**Sample Resident Letter and Non-Smoking Policy Survey
for Use by Owners and Property Managers**

[Date]

Dear Head of Household – or – Resident:

We are pleased that you have chosen to reside at [name of building/property]. The [name of management company, apartment building or Public Housing Agency] has been studying the changes that are occurring in the management of apartments. Many owners are deciding to regulate the use of tobacco products within their properties. Apartment building owners are adopting smoke-free policies for a number of reasons. Secondhand smoke is a health hazard, especially for children, the elderly and persons with chronic diseases. There is no safe level of exposure to secondhand smoke. In addition, smoking materials are the leading cause of fire deaths in the United States. To ensure the health and safety of all persons living here, we are considering adopting a no-smoking policy for our building(s) and individual units.

We would like to hear from you! Let us know what you think about having rules about tobacco use in the building and on the grounds. Please fill out the enclosed survey so we can find out how residents feel about smoke-free buildings and apartments at [name of building/property] and return it to [name of office, etc.]. Your opinions are very important to us.

Taking part in this survey is **voluntary**. Your answers and your name will be kept confidential. No one will see your name, address, or your answers. We would like to hear from you and we greatly appreciate you sharing your answers with us. We will send reminders to those who do not respond to the survey within ten days. If you do not want to get these reminders, send us back your blank survey.

As a thank you for returning the survey, enclosed [insert incentive, if desired].

If you have questions, please call _____. Thank you for your help with this important project.

Sincerely,

Your Management Team/Landlord



SMOKE-FREE LIVING

Allen County Smoke-Free Housing Project

Non-Smoking Policy Survey

Please mark the answer that best describes you and your situation.

1. Would you prefer to live on a property:

- ☐ Where smoking is allowed everywhere on the property
- ☐ Where smoking is allowed in apartments, but not in indoor common areas
- ☐ Where smoking is allowed outdoors, but not in apartments or indoor common areas (Smoke-free Building)
- ☐ Where smoking is NOT allowed anywhere, indoors and outdoors (Smoke-free Property)

2. Which statement best describes you or your household?

- ☐ No one in my household smokes, and I support a smoke-free policy in my development.
- ☐ I, or another member of my household smokes, but I (we) would be willing and able to comply with a smoke-free policy at our development.
- ☐ A smoke-free policy would be a serious issue for my household.

These are the reasons: _____

This is the end of the survey. Thank you for your feedback!



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