

**Sample Letter to Tenant for Smoke-Free Housing Policy
for Use by Owners and Property Managers**

Disclaimer: All Smoke Free Housing policies should be reviewed by an attorney knowledgeable about local and/or state ordinance statutes before policy is adopted.

(Date)

To our valued residents –or– Dear Tenant:

This letter is to inform you of a policy that is being implemented in regards to smoking on the property.

Beginning _____, all NEW residents and residents renewing their current lease will be required to adhere to a newly adopted No Smoking Policy.

CURRENT residents will be grandfathered in under existing rules, yet will be required to adhere to the policy beginning _____, except for those residents who are on a lease which expires later than that date. That lease will be honored and this policy will become effective at the lease expiration date.

This policy was passed to protect the health of our residents, staff and guests. Secondhand smoke is a Class A carcinogen, which means it is a cancer-causing agent and there is no safe exposure level. Secondhand smoke can travel through doorways, windows, wall joints, plumbing spaces and even light fixtures, so secondhand smoke from one unit can adversely affect the health of residents in other units.

The policy outlines the following: No person may smoke in common areas including the courtyard, balconies, parking area and decks, in apartment units or within _____ feet of any building associated with the property. Please make visitors aware of this policy as well.

Please read the attached No Smoking Lease Addendum thoroughly. ALL community residents who have a lease expiring on or before _____ are required to sign this addendum and return it to the leasing office by _____.

Thank you for your cooperation in this matter. Should you have any questions regarding this policy, please contact the management office –or– (Name of landlord/manager, phone number). We will be happy to assist you in any way possible in making this a smooth transition.

Sincerely,

Your Management Team/Landlord