



## SMOKE-FREE LIVING

### Allen County Smoke-Free Housing Project

#### Model Lease Language

To help ease your transition to smoke-free apartment buildings and condominiums, we have made model lease language available for you to discuss with your legal counsel for possible inclusion in your new or renewal leases. This lease language can be used:

- To implement a smoke-free policy in a multi-unit dwelling.
- In apartment complexes, adding these provisions to the lease.
- For condominiums, this language can be added to the Conditions, Covenants, and Restrictions (CC&Rs) and implemented immediately or at a specified future date.

Remember, going smoke-free is typically most easily done gradually, as new individuals apply to become tenants.

#### Tips

##### New Buildings:

Establishing a smoke-free policy should be relatively easy in a new building, as your tenants will have no pre-existing expectations:

1. Advertise your units as smoke-free in newspaper and real estate ads.
2. Revise your lease/rental agreements to include smoke-free provisions.
3. Post "Smoke-Free Area" or "No Smoking" signage in designated areas.
4. Educate employees on how to field questions regarding the building's smoke-free policy.

##### Existing Buildings: Phase-In

With an existing building, you may find it easier to "phase in" the changes:

1. Install "Smoke-Free Area" or "No Smoking" signage in designated areas.
2. Remove ashtrays and receptacles for smoking materials, or move them a reasonable distance (or whatever your policy entails, such as "25 feet from all buildings") from facility entrances together with applicable signs.
3. Discuss your decision with tenants and look to get their support.
4. Announce the change to all tenants in the form of a letter. Require tenants to sign a copy stating their intent to comply with the new policy. For existing tenants, their understanding and acceptance of the policy will begin upon renewal of their individual leases, which are updated with the new smoke-free lease language.
5. Educate employees on how to field questions regarding the building's smoke-free policy.

*Source: Smoke Free Housing Coalition of Maine*