

SAMPLE NOTICE OF SMOKING INCIDENT

PROPERTY/ADDRESS: _____ DATE: _____

RESIDENT/LEASEE: _____ UNIT NO: _____

This notice is to inform management of _____
(address/development)
of the following smoking-related incident:

Description of incident:

- _____ 1. Smoking upon entering the rental unit
- _____ 2. Smoking observed in indoor common area
- _____ 3. Smoking observed in outdoor area (if prohibited)
- _____ 4. Smoking observed in other rental units
- _____ 5. Other: _____

Remarks/Detailed Description:

Please submit this form to the rental office/landlord.

Tenant Signature Date

Landlord/Management Signature Date

Staff Use Only

Date of Review: _____ Reviewer(s): _____

Follow-Up: _____

Source: Smoke-Free Housing Coalition of Maine