

Sample Letter to Notify Tenants of Smoke-Free Building Policy

[DATE]

Dear Residents,

Exposure to secondhand smoke causes many health problems and increases the risk of house fires. In order to provide you and your guests with a healthier environment, our building will become 100% smoke-free. As leases are renewed, we will phase-in a smoke-free policy.

Hazards of Secondhand Smoke

There is no safe level of exposure to secondhand smoke. Secondhand smoke is a serious health hazard. It causes approximately 50,000 deaths each year. Secondhand smoke is especially dangerous to children and the elderly. It is linked to asthma, ear infections, and Sudden Infant Death Syndrome.

Fire Risk

Smoking causes the most fire death in the United States. In 2010, 610 people died in house fires caused by smoking-related materials. Fires caused by smoking are costly, deadly, and leave many people with damaged property and no place to live.

Ventilation

Studies on airflow have shown that secondhand smoke travels from unit to unit. Smoke can seep through electrical outlets, heating and duct work, and structural gaps. Smoke-free policies are the only way to stop the spread of secondhand smoke.

New Smoke-Free Policy

Beginning **[date for new tenants]**, new tenants must sign a smoke-free lease addendum that explains the policy. Current tenants must sign a smoke-free lease addendum when renewing their lease. The building will be completely smoke-free by **[date all tenants will have signed smoke-free lease addendum]**. The smoke-free policy includes all individual units and common areas **[if applicable, list other smoke-free places on property]**. All residents and guests will be required to follow the policy.

This letter serves as your notice of the changes that will take place when you renew your lease. We hope this policy helps everyone to breathe easier and live healthier.

Please have all adults living in your unit sign the enclosed form and return it to the management within two weeks. If you have any questions about this policy, please contact management.

Thank you,

Property Manager/Owner

[DATE]

All adults living in a unit must sign below and return to the management within two weeks. If this form is not signed and returned within two weeks, management will assume that residents have chosen not to adhere to the smoke-free policy and will begin the lease termination process.

Adult #1

I understand and agree to abide by the smoke-free policy that will begin upon my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____ Date: _____

Adult #2

I understand and agree to abide by the smoke-free policy that will begin upon my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____ Date: _____

Adult #3

I understand and agree to abide by the smoke-free policy that will begin upon my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____ Date: _____

Adult #4

I understand and agree to abide by the smoke-free policy that will begin upon my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____ Date: _____