

SAMPLE NOTIFICATION LETTER

(Date)

Dear Residents,

In order to provide a healthier environment for our residents and guests, this building is in the process of becoming a smoke-free facility. The new smoke-free policy will be phased in, as leases are renewed. Here are several factors that facilitated this policy change:

- **Secondhand smoke is a serious health hazard.** It is the third leading cause of preventable death in the United States, causing approximately 49,000 deaths each year. According to the 2006 Surgeon General Report, there is no risk-free level of exposure to secondhand smoke. In children, it has been linked to childhood asthma, low birth weight, ear infections, and Sudden Infant Death Syndrome.
- **Smoking-related fire disasters can be deadly.** Smoking is the leading cause of fire death in the US. According to the National Fire Protection Association, one in four victims who die in residential smoking-related fires is not the smoker whose cigarette started the fire.
- **Ventilation is not effective.** Research conducted during air movement studies have shown that secondhand smoke travels from unit to unit and can seep through electrical outlets, heating and duct work, and structural gaps. The only effective way to stop the spread of secondhand smoke is through a smoke-free policy.

Smoke-Free Facility Policy

Effective (*date for new tenants*), all tenants signing new leases will be required to sign a smoke-free lease addendum. Current tenants will be required to sign the smoke-free lease addendum during their lease renewal process. The transition to becoming a smoke-free building will be completed by (*date all tenants will have signed smoke-free lease addendum*). This policy will cover all individual units and all common areas (*list other smoke-free places on property, if applicable*). All residents and guest will be required to follow this policy.

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

Thank you for joining our efforts to help everyone breathe easier and live healthier.

(*Property Manager/Owner Name and Contact Information*)

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

Adult #1 (*repeat section as needed*)

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

Name: _____ Signature: _____
PLEASE PRINT NAME

Apartment/Unit #: _____ Date: _____