



Sample Resident Notification Letter

Date _____

Dear Resident:

Property name has decided to go smoke free in order to provide a healthier environment for its residents. The harmful effects of secondhand smoke (SHS) and the fire danger caused by indoor smoking are simply too great to ignore. Effective immediately, smoking is prohibited in all indoor common areas (such as entrances, hallways, exercise areas, and laundry rooms). A smoke-free policy for individual units will be phased in as leases are renewed.

Secondhand smoke is a serious health hazard. It is the third leading cause of preventable death in the United States, causing approximately 53,000 deaths each year. The 2006 U.S. Surgeon General's Report states there is no safe level of exposure to SHS. Secondhand smoke is particularly dangerous to children and has been linked to Sudden Infant Death Syndrome (SIDS). In addition, approximately 900 people in the U.S. die each year from fires caused by smoldering cigarettes.

This is an issue for the entire complex because cigarette smoke travels from unit to unit. Secondhand smoke can seep through outlets in walls, and spread through air conditioning and heating systems. The remodeling required to prevent SHS from transferring to another residence can be costly and ineffective. The only effective way to stop the spread of SHS is a smoke-free policy.

Smoking will not be prohibited in individual units until leases come up from renewal. However, all leases from this point forward will include a smoke-free addendum. (In addition, existing lease terms may prohibit smoking in individual units if the resulting SHS is causing irritation to neighbors.)

Please consider this letter as notice about the changes that will be taking place upon your next lease renewal. We hope this new policy will help everyone breathe a bit easier.

Please sign this letter and return to management within one week. If you have any questions or concerns please contact management.

Regards,

Property Manager/ Owner

I understand and agree to abide by the policies contained in this letter.

Name _____

Signature _____ Date _____