

Date

Dear Tenant:

This letter is to inform you of a policy that is being implemented in regards to smoking on the property.

1. As of (date of your choice*) this apartment complex will be smoke-free. This means that there will be no use of any tobacco product in this building or within 25 feet of any doors, windows or balconies. This policy includes tenants as well as guests, maintenance personnel and staff. **
2. This policy was passed to protect the health of our residents, staff and guests. Secondhand smoke is a Class A carcinogen, which means it is a cancer causing agent and there is no safe exposure level. Secondhand smoke can travel through doorways, windows, wall joints, plumbing spaces and even light fixtures, so secondhand smoke from one unit can adversely affect the health of residents in other units.
3. If you or family members are interested in more information, please visit the following web site which can explain the benefits of living in a smoke-free environment in greater detail: www.smokefreeforme.org . This website will also link you to a number of resources that can help if you are thinking about quitting smoking.

Please feel free to contact (Name of landlord or complex manager, phone number) if you have any questions. We will be happy to assist you in any way possible in making this a smooth transition.

Sincerely,

Landlord

*Some landlords choose to put the policy in place at the time of annual signing of new leases, others pick a date and give the tenants notice (for example, 60 day notice is required with HUD tenants), and some create a grandfather clause for existing tenants.

**Your specific policy may vary- cite your policy details here.