

# BreatheEasy Georgia Smoke-free Recognition Program

## Document Checklist



To apply for the BreatheEasy Georgia Smoke-Free Recognition, submit copies of documentation that supports your smoke-free policy. Unless marked otherwise, all documents included below are required. Use this form as a checklist to ensure your application is complete, and be sure to highlight relevant portions of your documents to expedite the application process.

### Copy of LEASE and/or CONTRACT prohibiting **RESIDENTS AND GUESTS** from smoking (check box next to appropriate level):

- In apartment units AND in any and all indoor and outdoor amenities (BRONZE level)
- Anywhere on the property except for designated smoking areas at least 25 feet from all buildings and amenities (SILVER level)
- Anywhere on the property, including in apartment units AND in any and all indoor amenities AND anywhere outdoors (GOLD level)

Document(s) must:

- Contain a statement that prohibits residents and guests from smoking in areas designated by the level of recognition you are seeking.
- Contain a statement that violation of this policy includes potential lease termination.
- Be typed and printed as an official document (e.g., on company letterhead).
- Use language that is free of spelling and grammatical errors.

### Copy of POLICY prohibiting **EMPLOYEES** from smoking (check box next to appropriate level):

- In apartment units AND in any and all indoor and outdoor amenities (BRONZE level)
- Anywhere on the property except for designated smoking areas at least 25 feet from all buildings and amenities (SILVER level)
- Anywhere on the property, including in apartment units AND in any and all indoor amenities AND anywhere outdoors (GOLD level)

Document(s) must:

- Contain a statement that prohibits employees from smoking in areas indicated by the level of recognition you are seeking.
- Contain a statement that violation of this policy includes potential contract termination.
- Be typed and printed as an official document (e.g., company letterhead).
- Use language that is free of spelling and grammatical errors.

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BEGA USE ONLY — DO NOT WRITE BELOW THIS LINE

Received:

- |  |  |
|--|--|
| <input type="checkbox"/> Lease and/or contract prohibiting residents and guests from smoking   | <input type="checkbox"/> Returned for additional documentation<br>Specify: _____ |
| <input type="checkbox"/> Policy prohibiting employees from smoking   | <input type="checkbox"/> Denied<br>Reason: _____                                 |
| <input type="checkbox"/> Approved for recognition level: <ul style="list-style-type: none"><li><input type="checkbox"/> Gold</li><li><input type="checkbox"/> Silver</li><li><input type="checkbox"/> Bronze</li></ul> | Signed: _____ Date: _____  |

For more information, please visit <http://breatheeasygahomes.org/>

*This checklist was adapted from the Florida Apartment Association Smoke-Free Certification*