

Enforcement of your Smoke-free Policy

Sometimes having a rule and communicating about it is not enough.



First, take action to PREVENT problems:

Include “Smoke-free” in advertisements and listings.

- **Spell out the terms of your smoke-free policy in the lease agreement.** Make it clear that it includes residents and guests. Include a clause making residents financially responsible for returning the unit back to its original condition if they violate the policy by smoking in their units.
- **Communicate clearly.** Post signs in the building and throughout the property.
- **Visit the properties regularly and perform inspections.** Look for signs of smoking (ash trays, burn marks, stains). Document where tobacco odors are present inside the building.



Smokefree Property

Link smokers ready to quit with free counseling services of the Georgia Tobacco Quit Line 1-877-270-STOP (1-877-270-7867) to assist them in quitting tobacco (www.dph.georgia.gov/ready-quit).

ENFORCE it as you would any other rule:

- **Respond promptly and document all violations** - Send a written notice to the resident stating that you have been made aware of violations to the smokefree policy. Spell out what the consequences will be.
Keep written track of the specifics of each occurrence (when, where, what).
- **Follow the guidelines of your lease.** Your lease may require at least three written warnings or simply a 30-day notice to terminate.
- **Eviction should always be a last resort;** it is expensive and time-consuming. Property managers have offered the following suggestions to build evidence to support a case:
 1. If tobacco smoke is present but no one has witnessed the violation, you will need to build a case by documenting whatever you can such as complainants' names and details of when and where they smelled tobacco smoke.
 2. If you do a "knock and talk" and the resident opens the door and you smell smoke, document this. It can be presented as evidence.
 3. Notify the tenant 24 hrs. in advance and do an inspection. If the unit smells of smoke, if you see ashtrays or evidence of smoking (e.g., air filters), document this.

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

This information was adapted from the Oregon Smokefree Housing Project, sponsored by the Oregon Health Authority