

Sample Letter to Residents



<Date>

Dear <Resident>:

This letter is to inform you of a policy that we are implementing regarding 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 smoking in indoor common or private areas of the property. This policy includes residents as well as guests, vendors, maintenance personnel and staff. **
2. This policy was passed to protect the health of our residents, staff and guests. Secondhand smoke is harmful to the health of an individual. It is a Class A carcinogen, which means it is a cancer causing agent and there is no safe level of exposure. Secondhand smoke can drift through cracks, doorways, windows, wall joints, plumbing spaces and even light fixtures in multiunit housing and negatively affects 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.BreatheEasyGAhomes.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 and some create a grandfather clause for existing tenants. A minimum of 30 (thirty) days written notice to tenants is required before policy change can take effect. Please refer to the notification requirements in your existing lease before any changes are made.*

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

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

This material was adapted from the Smoke-Free Housing Coalition of Maine