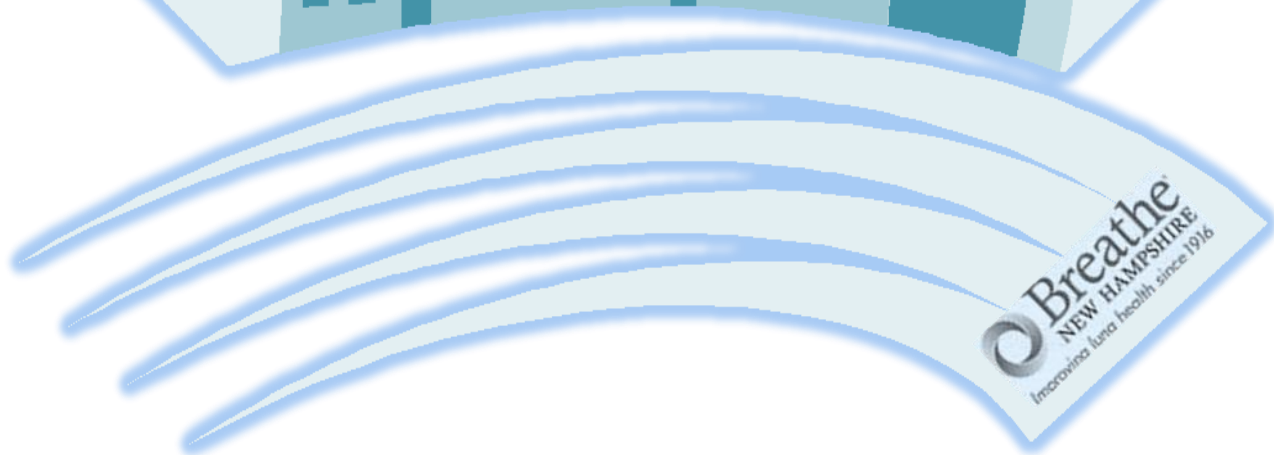


**Breathe Better in Healthy Homes
No Smoking Document Samples for
Multi Family Dwellings**



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Sample Tenant Survey

Dear Resident:

We are thinking about changes in the smoking policy at [*property or company name*]. Please tell us what you think about smoking and secondhand smoke in your building.

Your answers will be kept anonymous and confidential, and will not be used against you in anyway. You may choose to leave any question blank. Please return the survey by [*date due to box in manager's office; by mailing in envelope provided, etc.*]

1. In the last year has tobacco smoke drifted into your unit or hallway?
 - a. Yes
 - b. No
 - c. Maybe
 - d. Don't Know

2. Have you complained to management about the tobacco smoke drifting into your home?
 - a. Yes
 - b. No
 - c. Maybe
 - d. Don't Know

3. Would you prefer to live in a building where smoking is banned form a certain outdoor areas such as:
 - a. Swimming pools
 - b. Breezeways
 - c. Balconies
 - d. Entryways
 - e. Sidewalks
 - f. Other: _____

4. Would you prefer to live in a building which:
 - a. Is entirely smoke free
 - b. Has smoking and non-smoking sections, including units
 - c. Prohibits smoking in indoor common areas but not individual units
 - d. Don't know

More survey questions on the next page...

5. If your building, including the units, became non-smoking, what would you do?
- No change
 - Smoke outside
 - Want to live here longer
 - Want to move
 - Don't know
6. Do you think secondhand smoke is harmful to people's health?
- Yes
 - No
 - Maybe
 - Don't Know
7. Do you feel that your health is at risk due to secondhand smoke coming into your unit?
- Yes
 - No
 - Maybe
 - Don't Know
8. Do you or does someone in your household smoke?
- Yes
 - No
 - Sometimes
9. Do you allow smoking in you home?
- Yes
 - No
 - Maybe
 - Don't Know
10. Secondhand smoke is especially harmful for babies, children, the elderly and people with certain health conditions, such as asthma, hearth disease, or multiple chemical sensitivities. Is there anybody in your household who belongs to these high risk groups?
- Yes
 - No
 - Maybe
 - Don't Know

Sample Letter – Town Meeting

Date:

TO: All Residents

FROM:

1

RE: Town Hall Meetings

PURPOSE: Discuss the Possibility of Via Pacifica Gardens becoming a Smoke Free Facility.

There will be two town hall meetings held on **Monday April 14th and Wednesday April 23rd at 4:30 p.m.** This is to give everyone the opportunity to express his or her feelings about this Important decision in a controlled non-threatening environment on whichever day best meets your schedule.

Everyone has an opinion concerning the possibility of Via Pacifica Gardens becoming a smoke free facility, and we want to honor everyone's right to express those opinions/feelings in an environment that respects each resident. A format will be used, and explained at the beginning of the two meetings, that will allow everyone who wishes to speak without interruption for a four minute period, while you may not agree with the speaker's position any disrespect or verbal abuse

of any person will be allowed, and no one will be allowed to speak twice before everyone has a chance to speak once. **It is very important that you be at one of the meetings (or both if you choose) to hear what your friends here at Via Pacifica Gardens have to say, and to also express your feelings about this issue as well.**

It is important for everyone here to be aware that should VPG become a Smoke Free facility that **those who currently are residents that smoke will be allowed to continue to smoke in their apartments or at the designated smoking area.** It should also be noted that if they have guests they would also be allowed to smoke in the resident's apartment or the designated smoking area. However, guests of a non-smoking resident will not be allowed to smoke anywhere on the property.

Should this become a reality every resident will be required to sign a lease attachment acknowledging that we are now a Smoke Free Facility, and all applicants on the Waiting List would need to sign an acknowledgement of that position and agree to not smoke anywhere on the property, and all new residents would also sign a lease attachment stating that they would not smoke anywhere on the property.

Shortly after the two Town Hall Meetings a ballot will be distributed to every resident giving them an opportunity to vote on this issue. A simple majority of those voting will then determine the direction that we will take on this important issue.

Source: Via Pacifica Gardens: Seascape Housing Board

Sample Tenant Notification Letter

[DATE]

Dear Residents,

In order to provide a healthier environment for our residents and guests, our property has decided to go completely smoke free. The harmful effects of secondhand smoke and the fire dangers caused by smoking indoors are simply too great to ignore.

The common areas in your building are (will be) smoke-free (this includes hallways, exercise areas, laundry rooms, and enclosed garages). A smoke-free policy for all individual units will be phased in as leases are renewed.

Fire Risk

Smoking is the leading cause of fire death in the United States and in New Hampshire. Fires can start on decks and porches as well as in units. According to the National Fire Protection Association's report "The Smoking-Materials Fire Problem," one in four (24%) victims who die in residential smoking-related fires is not the smoker whose cigarette started the fire. Fires caused by smoking are costly, deadly, and have many people with damaged property and no place to live. We want to protect our residents from these dangers. Ventilation is not Effective Research conducted during air movement studies have shown that secondhand smoke travels from unit to unit. The smoke can seep through electrical outlets, heating and duct work, and structural gaps. The remodeling required to prevent secondhand smoke from traveling to another residence can be costly and ineffective. The only effective way to stop the spread of secondhand smoke is by adopting a smoke-free policy.

Our Building's New Smoke-Free Policy

Effective [date for new tenants], all tenants signing new leases will be required to sign a smoke-free lease addendum that explains the policy. All current tenants will be required to sign a smoke-free lease addendum during their lease renewal process. We anticipate the transition to becoming a smoke-free building to be completed by [date all tenants will have signed smoke-free lease addendum]. The smoke-free policy will cover all individual units and all common areas [if applicable, list other smoke-free places on property]. All residents and guests will be required to follow this policy. Please consider this letter as notice about the changes that will be taking place upon renewal of your lease. We hope this policy will help everyone breathe easier and live healthier.

Please have all adults living in your unit sign the enclosed form and return it to the management within one week. If you have any questions about this policy, please contact management.

Thank you,

Property Manager/Owner



[DATE]

Adult #1

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____

Date: Adult #2

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____

Date: _____

Adult #3

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____

Date: Adult #4

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

Name: _____

Signature: _____

Apartment Number: _____

Date: _____

Sample Tenant Notification Letter With Grandfather Clause

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 (including common areas and individual units) or within 25 feet of any doors, windows or balconies. This policy includes tenants as well as guests, maintenance personnel and staff.
2. Tenants with a lease enacted on or before <date> will be allowed to continue smoking in their own units until <grandfather end date>. Only the legal occupants will be permitted to smoke in these units; guests, including family and other tenants, are prohibited from smoking in the building and must adhere to the rules in Bullet 1. Starting <grandfather end date>, all tenants of <your complex here> will be required to follow the provisions of Bullet 1.
3. 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.
4. 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.smokefreehousingne.org.

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,

Sample Tenant Notification Letter Of No Smoking in Common Areas

Dear Residents:

Effective immediately, smoking is prohibited in all common areas of the building, including but not limited to, hallways, stairways, foyers, common rooms and facilities, fire escapes, decks, patios, exterior landings, front steps, lawns and gardens, driveway, entrance ways, basements, storage areas and other common building facilities. Smoking means the inhaling, exhaling, breathing, carrying, or possession of any lighted cigarette, cigar, pipe, other product containing any amount of tobacco, or other similar lighted product.

Please inform your guests that smoking is prohibited in the common areas. You will be held responsible, if your guests violate the no smoking rule.

Secondhand smoke is a serious health issue. I sincerely hope that all residents, even those who smoke, will continue to enjoy living in our building. We view this small change as an opportunity to ensure that the building is a healthier and cleaner place for all residents and guests.

Sincerely

Model Language for Public Housing Notifications

To insure the quality of air and the safety of residents in [name of apartment building], the [name of] Housing Authority has declared that [name of apartment building] located at [address] is a smoke free building. Smoking is not permitted in any area of the building including apartments, except for residents with temporary exemptions from this policy, as described below. Smoking is only permitted in specifically designated areas, if any, outside of the building. All tenants, employees and guests must abide by the following rules and regulations.

Adopted: [date]

Smoking Policy

Page 2

[date]

The [name] Housing Authority finds that:

Whereas, the U.S. Surgeon General, National Research Council, and National Academy of Sciences, report that environmental tobacco smoke causes lung cancer in healthy adult nonsmokers, and can cause lung function and structure alteration to the fetus of pregnant nonsmoking women. Additionally, in utero exposure is known to predispose children to long-term pulmonary risks. Further, these agencies found, separating smokers and nonsmokers within the same air space may reduce but does not eliminate a nonsmoker's exposure to environmental tobacco smoke.

Whereas, the U.S. Environmental Protection Agency (EPA) finds that environmental tobacco smoke is a Group A Carcinogen – a category reserved for known cancer-causing agents in humans.

Whereas, the National Institute for Occupational Safety and Health (NIOSH):

- (a) finds that secondhand smoke poses an increased risk of lung cancer and, possibly, heart disease to people exposed in the worksite,
- (b) recommends that nonsmokers should not be exposed to secondhand smoke, and
- (c) indicates the simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke.

Whereas, the California Air Resources Board (ARB) in their Scientific Review Panel report approved on January 26, 2006 stated that environmental tobacco smoke is a Toxic Air Contaminant that may cause and/or contribute to death or serious illness, thereby putting secondhand tobacco smoke in the same category as the most toxic automotive and industrial air pollutants.

Whereas, these studies find that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease, including cancer, heart disease and stroke in nonsmokers. At special risk are infants, children, teens, pregnant women, elderly people, nonsmokers with long-term exposure to secondhand smoke, individuals with cardiovascular disease, and individuals with impaired respiratory function, including the young, asthmatics and those with obstructive airway disease. Also harmed are those with health conditions induced by breathing secondhand smoke including asthma, lung cancer, heart disease, respiratory infection, decreased respiratory function, including bronchoconstriction and broncho-spasm.

Now therefore, the [name] Housing Authority adopts this smoke-free housing policy for [name of apartment building] located at [address].

Smoking Policy
Page 3
[date]

1. Smoking is not permitted anywhere in the building including apartments, in accordance with the following schedule. Effective on [date of adoption of the policy], all current residents, all employees, all guests and all new residents of [name of building] after this date will be prohibited from smoking anywhere in the building, including in apartment units. There is a temporary exception to this policy for current residents who are smokers. Any current resident as of [date of adoption of the policy] who smokes must complete a temporary smoking exemption form allowing them to smoke in their apartment only. This exemption will continue only until the date of the resident's lease renewal, at which time the smoking policy will also apply to the resident. Failure of any resident to follow the smoke-free policy will be considered a lease violation.
2. "No Smoking" signs will be posted outside and inside of the building.
3. Smoking outside the building is limited to the following area(s), if any: [describe location]
4. If a resident smells tobacco smoke in any place in the building, they are to report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action.
5. New tenants will be given two (2) copies of the smoking policy. After review, the tenant will sign both copies and return one to the [name] Housing Authority's office. The copy will be placed in the tenant's file.
6. Upon adoption of this policy, all tenants presently living in [name of building] will be given two copies of the policy. After review, the tenant will sign both copies and return one to the [name] Housing Authority office for placement in the tenant's file.

TENANT CERTIFICATION

I have read and understand the above smoking policy and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my lease.

Resident Signature: _____ Date: _____

Apartment Number _____

[Name of Housing Authority]
TEMPORARY SMOKING EXEMPTION FORM

Resident Name: _____

Apartment Number: _____

Date: _____

As a current resident of [name of building] and a smoker, I am requesting a temporary exemption from the [name of building] smoke-free policy adopted on [date of adoption]. I understand that my exemption will only apply to me and not any of my guests. I also realize that my exemption will only allow me to smoke in my own apartment or in designated smoking areas outside the building, if any.

Further, I understand that should I move to another apartment in the building, or should I leave [name of building] as a resident and then return as a new resident at a later time, my exemption will be permanently lost.

Further, I understand that this exemption is temporary and will expire on the date of my lease renewal, at which time I will be required to adhere to the no smoking policy adopted on [date of adoption].

Resident: _____ Date: _____

Sample No Smoking Policy

The ultimate objective of this policy is to have a smoke free facility, while at the same time respecting the rights of current residents who are smokers. Out of concern for the effects that second hand smoke has on those with respiratory, or other health related conditions, the Seascape Senior Housing Board of Directors have approved the following policy.

A. REGULATIONS OF SMOKING INDOORS:

1. Smoking shall be prohibited in all enclosed areas of Via Pacifica Gardens. This includes, but is not limited to, the Community Building, all common areas, individual apartments, hallways, stairs, elevators, restrooms, motor vehicles owned or leased by Via Pacifica Gardens, and any other enclosed areas.
2. If there are current residents of Via Pacifica Gardens who are both a) residents of Via Pacifica Gardens; and b) current smokers prior to the adoption date of this smoking regulation, these residents shall be designated as "Grand fathered residents."
3. Notwithstanding any other provision of this regulation to the contrary, smoking shall be prohibited in all enclosed areas of Via Pacifica Gardens except that "Grand fathered residents" shall be allowed to smoke only in their individual apartments and the designated smoking area. Smoking by "Grand fathered residents" shall be prohibited in all areas as noted above in Item #1 including all non-Grand fathered residents' apartments.

B. REGULATION OF SMOKING OUTDOORS:

1. Notwithstanding the above prohibition on smoking in enclosed areas, Via Pacifica Gardens shall also prohibit smoking in all outdoor areas, including individual apartment decks and patios, except that a designated smoking area will be provided in the Green Belt area behind Building #2. This is an area that is physically accessible to all residents, and located a reasonable distance from any apartment to ensure that tobacco smoke does not enter the enclosed areas of Building #2.
2. Residents and guests are allowed to use the outdoor designated smoking area at any time, but must not infringe on any resident's right to the quiet enjoyment of their apartment.

C. COMMUNICATION OF NO SMOKING POLICY

1. The no smoking policy of Via Pacifica Gardens shall be communicated by the Administrator to all current employees, residents, and applicants at least 60 days prior to its effective date, and at the time of employment for all employees, and prior to admission and/or prior to the signing of a lease for any new resident.
2. The effective date of this no smoking policy will be 60 days following the approval by the Seascape Senior Housing Board of Directors.

Approved Seascape Housing Board of Directors: June 15, 2003

NO SMOKING POLICY AGREEMENT

I understand that Via Pacifica Gardens has a No Smoking Policy that prohibits smoking in any of the common areas, within any enclosed areas of the complex including individual apartments, and individual decks and patios of the complex. I also understand that there is a designated smoking area behind Building #2 that residents and guests who smoke may use.

I have received and read a copy of the Via Pacifica Gardens No Smoking Policy, and agree to abide by its provisions.

Resident/Applicant

Signature Date

Administrator

Date