

Dear Resident,

This letter is to inform you of a policy being implemented in regards to smoking on the property. In order to provide a safer, healthier environment for our residents and guests, the United States Office of Housing and Urban Development is requiring that all Public Housing Authorities go smoke free, including individual units.

The common areas in our building are already smoke free in accordance with the Iowa Smokefree Air Act (this includes hallways, common rooms, laundry rooms). A smoke free policy for all individual units and 25 foot perimeter around the building, including patios and balconies, will be phased in as leases are renewed.

Our Building's New Smoke Free Policy

Effective **[date for new residents]**, all residents signing new leases will be required to sign a smoke free lease addendum that explains the policy. All current residents 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 residents will have signed smoke free lease addendum]**. The smoke free policy will cover all individual units, common areas, patios, balconies, and 25 feet surrounding the building **[if applicable, list other smoke free places on the property]**. All residents and guests will be required to follow this policy.

Prohibited products include lit tobacco products, such as cigarettes, cigars, pipes, water pipes (hookahs), **[and electronic smoking devices, such as e-cigarettes]**. Enforcement of this policy will be similar to all other lease violations; **[insert lease violation rules]**.

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 management within one week. If you have any questions about this policy, please contact management.

Thank you,

Property Manager/Owner



January 2017

[DATE]

All adults living in a unit must sign below and return to the management within one week, due **[date]**. If this form is not signed and returned within one week, management will assume that residents have chosen **not** to adhere to the smoke free policy and will begin the lease termination process.

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: _____

