

SAMPLE LANDLORD LETTER

Renter
1234 Street, Apt. A
My Town, ND 12345
Date

Property Manager/Owner
Property Management Co.
567 Street
Your Town, ND 12345

Dear Property Manager,

I am writing this letter to request your help in dealing with secondhand smoke in my apartment. Secondhand smoke has been getting into my unit from (neighboring units, common areas, outside my window, doorway, other). Although North Dakota's smoke free law does not allow smoking in common areas of apartment buildings, I am still concerned about secondhand smoke within our building. As you may be aware, the Surgeon General recently declared that secondhand smoke is a proven air toxin. [option: I am enclosing a copy of a letter from my physician documenting the medical condition that is being caused or worsened by secondhand smoke.]

So far, I have tried: (sealing my apartment, running a fan, asking my neighbors to smoke outside, other) to fix this situation. I would like to request that you (These are some of the many options you can choose. Customize your own to fit your needs.)

- Enforce the building's no-smoking rule (If it already exists)
- Allow me to break my lease without penalty so I can move to a non-smoking building.
- Relocate me to a nonsmoking building that you own or manage
- Consider a no-smoking rule for the building
- Conduct a survey to see how many residents would rather have a no-smoking rule.

A no-smoking rule is entirely legal and can help save you money. Please visit www.smokefreehousingnd.com for more information on adopting a smoke-free policy. Thank you for your consideration. I would appreciate a written response to this letter.

Sincerely,

Renter