# [DATE]

Dear Residents,

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

Please consider this letter as **[# day notice]** day notice about the changes that will be taking place on **[date of new policy affect]**.To meet the new requirements of the smoke-free policy, tenants will be required to complete and sign a policy for their individual unit, which will then be added to each individual’s lease agreement.

Hazards of Secondhand Smoke

Secondhand smoke is a serious health hazard. The National Toxicology Program estimates that at least 250 chemicals in secondhand smoke are known to be toxic or carcinogenic (cancer causing). The 2006 Surgeon General’s report, “The Health Consequences of Involuntary Exposure to Tobacco Smoke,” states that there is no risk-free level of exposure to secondhand smoke. Secondhand smoke is particularly dangerous to children and has been linked to childhood asthma, low birth weight, ear infections, and Sudden Infant Death Syndrome.

Fire Risk

Smoking is the leading cause of fire death in the United States. 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 leave 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 has 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 Buildi ng’s New Sm oke -Free Policy

Effective **[date of new policy affect]**, all new tenants will be signing leases with a smoke-free addendum that explains the policy. All current tenants will be required to sign the enclosed smoke-free lease addendum and have it returned to the management by [**LIST DATE HERE**], which will be added to their current lease. The smoke-free policy will cover all individual units and all indoor common areas **[if applicable, list other smoke-free places on property]**. Tenant leasers are responsible to communicate the new policy to all individuals living within their unit and all residents and guests will be required to follow the policy.

This policy will help everyone breathe easier and live healthier lives. If you have any questions about this policy, please contact management.

Thank you,

# [Property Manager/Owner]