

GOING SMOKE-FREE ENFORCEMENT TIPS

A smoke-free policy can be largely self-enforcing. Here are some tips to help with compliance.

Enforcement Can Be Easier Than You Think

A no-smoking policy is just like any other policy you enforce. When you enforce this policy, you show your residents that you believe in the policy's ability to protect your property from damage and them from the effects of secondhand smoke.

If a Violation Occurs

- Enforce your smoke-free policy the same way you would enforce current building policies. In some cases that could mean verbal or written warnings, monetary fines, or even lease termination.
- Use a [compliance letter](#) to remind the resident of the terms of their lease, or see this sample of one way to incorporate a smoking violation line item into an existing [notice of infraction](#).

Your Residents Can Be Your Greatest Allies

- Residents who want to live in smoke-free housing can help you enforce the policy.
- You can offer a [form for a resident to report an incident](#), anonymously, if necessary.

Tips for Getting Residents to Comply

- Post signs in key areas to keep residents and guests informed.
- Explain the rule when prospective residents tour the property.
- Explain the rule again and have residents initial that part of the lease when they sign or renew their lease.
- Actively market your property as non-smoking.
- Train your management staff on the new policy and make sure they understand it is a priority.
- Consider a designated outdoor area for smoking if you think it would help with compliance.
- Move receptacles for smoking materials away from building entrances, windows, and ventilation intakes; at least 25 feet is recommended.

Ensure That You Have Adequate Signage

Make sure to post signs in your buildings and around your property (if applicable) to remind your residents, employees, and guests of your smoke-free policy.

Find downloadable signs and other signage options at www.wismokefreehousing.com.

For more information on smoke-free housing visit
www.wismokefreehousing.com



Notice of Infraction

Property: _____ **Date:** _____
Resident: _____ **Unit No:** _____

Please be advised that we have recorded one of the following incidents in your tenant record:

1. Infraction of property regulations described in Rules and Regulations
2. Violation of term(s) of your lease

One of the above was committed on _____ by:
____you, ____your children, or ____a visitor or guest to your apartment.

Description of Incident:

- _____ 1. Destruction of property
- _____ 2. Disturbing or harassing other residents
- _____ 3. Excessive noise from your unit
- _____ 4. Drunk and disorderly
- _____ 5. Illegal activities on the premises
- _____ 6. Failure to maintain unit in clean and sanitary condition
- _____ 7. Smoking in unit
- _____ 8. Smoking in common areas
- _____ 9. Leaving garbage, trash or other obstruction in common area
- _____ 10. Allowing unauthorized person to live in unit
- _____ 11. Failure to allow management or maintenance in unit
- _____ 12. Unauthorized alteration or addition to property
- _____ 13. Breach of building security
- _____ 14. Other: _____

Remarks:

Failure to comply with your lease terms or with the Rules and Regulations may be cause for termination of your lease.

If you have questions regarding this matter, please call or stop by the rental office.

Manager

Date

Created by:
Live Smoke Free, www.mnsmokefreehousing.org
Public Health Law Center, www.publichealthlawcenter.org

www.wismokefreehousing.com

Resident Compliance Letter

Dear [Name of resident],

As of [Date], all new or renewed leases included a smoke-free addendum. Our policy includes [insert smoke-free policy language].

Our office was notified that on [Date] at approximately [Time], you [or if needed, someone from your unit] were observed smoking in [name of area] which is prohibited by the lease.

It is our responsibility to ensure that all residents and guests adhere to the smoke-free policy and our office will take appropriate enforcement steps to do so.

[Insert specific language on enforcement steps including those in the lease or lease addendum and other established procedures.]

As a reminder, smoking is allowed in the following areas: [insert any designated smoking areas]
OR

As a reminder, smoking is not allowed on any part of the property, both indoors and out.

We are committed to providing information and resources to residents who wish to quit. Call 1-800-QUIT NOW for free quitting assistance or visit www.wiquitline.org to take a look at some tips on how to quit smoking. [Optional: We have additional quit resources and pamphlets available in the property office.]

If you have any questions or concerns, please contact us at [insert contact information].

Thank you for your cooperation,

[property manager/owner]

Report of a Smoking Incident

This notice is for a resident to inform management of a smoking-related incident.

Your Information:

Name _____

Address _____

Date of Incident _____

Description of Incident:

____ 1. Smoke coming into rental unit

____ 2. Smoking observed in indoor common area

____ 3. Smoking observed in outdoor area

____ 4. Other: _____

Remarks/Detail Description:

Please submit this form to the rental office.

Resident

Date

Created by:

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Public Health Law Center, www.publichealthlawcenter.org

www.wismokefreehousing.com