

# Sample Letter to Tenants



## APPENDIX B

Dear **[Resident]**,

**[Date]**

This property will soon become a smokefree housing complex. This will include all apartments.

The only way to effectively prevent smoke from seeping into common areas and the apartments of other residents is to prohibit smoking entirely in and around the building. The adverse health effects of secondhand smoke are well documented. A smoke-free property will help protect the health of residents and their families. To the residents who smoke, you are welcome to continue living in the building, as long as you refrain from smoking while on the property (or in designated areas if this will be allowed).

The rule change will occur when leases are renewed. As new residents move in and current residents renew their leases, the nonsmoking rule will become effective for their apartments. This means that during the next year, some residents might not be prohibited from smoking inside their apartments until their leases are renewed. We ask for your cooperation as we phase in the new rule. (Please note that we will reserve the right to prohibit smoking immediately.)

**[Include the following paragraph to incorporate rule on a set date after leases renew]**

The rule change will occur on **[insert date]** after all of our residents' leases are renewed. We ask for your cooperation as we implement this new rule. In addition, 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, common area decks and patios, exterior landings, front steps, entrance ways, basements, storage areas and other 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. You will be held responsible if your guest violates the nonsmoking rule. We sincerely hope that all residents, even those who smoke, will continue to enjoy living in the building. We are implementing this small change as an opportunity to ensure that the building is a healthier and cleaner place for all residents and guests.

Sincerely,  
**[Landlord]**

**[Apartment Name]**  
**[Address]**  
**[City, State Zip Code]**