

**SAMPLE
DOUBLE CLICK HERE TO INSERT
PROPERTY NAME OR COMPANY LOGO**

[insert date of notice]

NOTICE: TO ALL RESIDENTS, GUESTS & STAFF
FROM: [Name, Property/Management Company]
SUBJECT: NEW NO TOBACCO SMOKING POLICY
EFFECTIVE DATE: **[insert date policy will take effect]**

POLICY: [insert policy here]

SAMPLE POLICY: For the protection of residents, guests and staff, smoking is prohibited in all areas of [property name] at [address], including individual rental units, halls, breezeways, mail rooms, laundry facilities, parks, playgrounds, and pool(s). Smoking is defined as the inhaling or burning of tobacco products, such as cigarettes, cigars, pipes, and hookah. Any violation of this policy could be cause for breach of lease agreement, which could be grounds to end your tenancy.

Under state and local law, a tenancy may be terminated if the tenant commits a “nuisance.” A nuisance is defined as an act injurious to health, indecent or offensive to the senses or that which interferes with the comfortable enjoyment of property by others. When smoke travels from one unit to another or from outside into another unit, it is a nuisance.

All existing tenants who currently smoke tobacco products will be ‘grandfathered’ in during the length of your lease. This means that you and your visitors or guests will continue to be allowed to smoke inside your rental unit, balconies or patios. Should you apply for another unit in the same building or renew your lease, you will be required to sign a new lease agreement that will include the no-smoking policy.

All new tenants will be required to sign a lease agreement that include a no-smoking addendum. This means that new tenants and their visitors or guests will not be permitted to smoke in any of the areas outlined in the above policy.

Creating a smoke-free community will provide a healthier and safer environment for our residents, guests, and staff. We recognize that secondhand smoke is the third leading cause of preventable death in the United States, after active smoking and alcohol use, with an estimated 53,000 deaths annually. More importantly, the California Air Resources Board ruled that secondhand smoke is a toxic air contaminant with no safe level of exposure.

As we transition to this policy, your cooperation is appreciated. While smoking still is permitted in grandfathered units, please understand that secondhand smoke does not stop at your walls and that it does drift into the homes of other residents through doorways, windows, patios, air vents and even light fixtures. During this transition period and beyond, complaints of secondhand smoke will be addressed.

If you have any question please feel free to contact **[insert Name, Title, & Phone Number]** if you have any questions. We will be happy to assist you in any way possible.