

SAMPLE
DOUBLE CLICK HERE TO INSERT
PROPERTY NAME OR COMPANY LOGO

WARNING No Tobacco Smoking Policy Violation

[insert DATE]

Dear [insert NAME OF RESIDENT(s)],

As stated in your lease, [insert Name of property/Management Company]'s policy on smoking states [insert no tobacco smoking policy from your lease].

On [insert DATE and TIME], you or your guest(s) were [insert Report of Evidence. *For example, "seen smoking in the hall in front of your unit #2115."*] smoking in [insert AREA] is a violation of the lease agreement.

We established our no tobacco smoking policy to protect our residents from exposure of secondhand smoke, which is a toxic air contaminant according to the California Air Resources Board. We recognized 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.

We ask that you please respect the policy and your fellow neighbors.

This is your first warning, if you are in violation again, in accordance with your lease agreement you will be asked to [move or insert next steps based on your lease agreement].

Once again, our policy states that [insert no tobacco smoking policy]

If you have questions or concerns, please contact [insert Name, Title, & Phone Number].

Thank you for your cooperation,
[inset Name, Property/Management Company]