

Sample Letter to Tenants

Date:

Dear Resident:

We are pleased that you have chosen to live at _____ (*address of the property*.) Our goal is to provide you with a pleasant and healthy living environment. We are pleased to announce that we will now offer a new amenity: non-smoking apartments and non-smoking indoor and outdoor common areas.

Apartment owners throughout California are creating no-smoking policies for their properties. In addition, a law has just been passed in the state of California which states that landlords have the legal authority to adopt no smoking policies for their buildings. Also, it is common knowledge that secondhand smoke is a health hazard, especially for children, the elderly, and people with chronic illnesses.

Studies have shown that tobacco smoke can travel from the end of lit cigarettes to all other areas of a building. It can travel through gaps left around the plumbing and electrical fixtures, through cabinets and closets, ventilation systems and under doors. It can also enter neighbors' windows and doors from residents smoking on patios, balconies, and in courtyards, sometimes even when windows and doors are closed.

The California Air Resources Board has classified tobacco smoke as a Toxic Air Contaminant that may cause and/or contribute to death or serious illness. The Air Resources Board regulates outdoor air. The Surgeon General has stated that breathing even a little secondhand smoke can be harmful to your health.

Also, lit cigarettes are the leading cause of fire death and the third leading cause of fire injuries in the U.S.

For all of these reasons we have decided to adopt a no-smoking policy for our entire building, including inside the apartments, starting on _____ (*date*). Smoking will not be allowed in indoor common areas including the lobby, halls, and laundry room, or in outdoor common areas such as the pool area, playground, or courtyard. It will also not be allowed in individual apartments, or on balconies and patios. (Optional) Smoking will still be allowed in _____ (*designated smoking area*). This new rule will be enforced as any other house rule or lease addendum.

Please contact _____ (*manager*) for more information about the new policy.

Sincerely,
Management

The Smokefree Apartment House Registry
www.smokefreeapartments.org