

Smoke-free Policy Adoption Checklist



BREATHE
easy
SMOKE FREE

Many property managers and owners are discovering the benefits of adopting a smoke-free policy. These policies attract residents, reduce maintenance costs and the risk of fire, all while contributing to a healthy community. This checklist will help guide you through the process.

- Download the Manager's Toolkit from the Breathe Easy website for sample lease language, resident survey, notification letter, cessation resources, signs and more.
- Gauge resident interest in living in smoke-free housing by using the sample resident survey located on the Breathe Easy website.
- Based on the survey results, consider what areas of your property will be smoke free – the entire property, certain buildings, etc.
- Include the information specific to your policy in the lease. You can find sample lease language on the Breathe Easy website.
- Set a smoke-free date for your property and notify residents one year prior to the chosen date using the sample resident notification letter.
- Provide information on cessation resources for those interested in quitting smoking. Cessation resources are available on the Breathe Easy website.
- New residents' leases include the smoke-free policy and effective date. As other leases come up for renewal, residents will need to sign a lease addendum with the smoke-free policy and effective date.
- Throughout the year leading up to becoming smoke free, remind residents of the smoke-free policy effective date by posting signs in common areas, delivering flyers and sending email reminders as appropriate.
- Once the transition is complete, post signs designating the property as smoke free. This will help alert guests of the policy. Sign templates are available on the Breathe Easy website.
- Document violations and apply the appropriate consequence as outlined in the lease.
- Advertise your property as smoke free and ask to be included in the smoke-free properties section on the Breathe Easy website.