**Sample Letter to Resident – Gold Standard**

[date]

Dear Resident,

[Name of property] is pleased to announce its efforts to provide a healthier environment for our residents and guests. Effective on [date], [name of property] will begin its transition to becoming completely smoke-free; smoking will not be permitted anywhere on the property. The harmful effects of secondhand smoke and the fire dangers associated with smoking indoors are simply too great to ignore.

The common areas of the property are already smoke-free in accordance with the Smoke-Free Arizona Act (A.R.S. § 36-601.01). The Act requires the common areas of multi-family housing to be smoke-free. Smoking is prohibited inside and within 20 feet of entrances, open windows, and ventilation systems of enclosed common areas of multi-family housing such as the main office, laundry room, fitness center, activity center, or clubhouse.

A smoke-free policy for all individual units will be phased in as leases are renewed. Effective on [date], all residents signing or renewing leases will be required to sign a smoke-free lease addendum that explains the policy. It is expected that the transition to becoming a smoke-free property will be completed by [date all tenants will have signed a smoke-free lease addendum]. In addition to the smoke-free areas mandated by the Smoke-Free Arizona Act, this smoke-free policy extends to include all individual units, parking lots, and vehicles while on the property. All residents and guests will be required to follow this policy at all times. The steps to report a violation, as well as the consequences for violating the policy, are outlined in the smoke-free lease addendum [or house rules].

Please consider this letter as notice about the changes that will be taking place upon renewal of your lease. Acknowledgement of this notice is [appreciated/required] by all residents living in your unit by [date].

If you have any questions about this policy, please contact [insert name] at [phone number].

Best regards,

[Name of property manager/owner]

**[Property Name]**

**Acknowledgement of Smoke-Free Lease Addendum**

**Apartment Number:\_\_\_\_\_\_\_\_\_**

All adults currently living in the [name of apartment property] must sign this addendum, including those not on the lease agreement.

Adult #1

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

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Signature Date

Adult #2

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

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Signature Date

Adult #3

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

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Signature Date

Adult #4

I understand and agree to abide by the smoke-free policy to begin at my lease renewal.

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Signature Date