



FACT SHEET

Seven Steps to Implement a No-Smoking Policy

- Step One:** Educate your tenants: If you want to find out how your tenants feel about adopting a smoke-free policy, survey them to see their reaction and level of interest.
- Step Two:** Determine your Policy: Create policy language to add to your lease. Remember, there is no one-size-fits-all policy, so choose what works best for your property and residents.
- Step Three:** Communicate your policy: Send a letter to tenants explaining your intent to go smoke-free.
- Step Four:** Analyze How to Proceed: Allow tenants to respond, in person or in writing, to the announcement of policy change.
- Step Five:** Implement Your Policy: Add a smoke-free policy to your rules (this should occur no sooner than 20 days following the written announcement; 90 days notice is recommended).
 - For **private properties**, add to the lease of all new and renewing tenants.
 - For **public housing**, add the smoke-free clause to the house rules or lease.
- Step Six:** Notify and Enforce Policy Change: Post proper signage to ensure your tenants and their guests are aware of the smoke-free policy.
- Step Seven:** Advertise your Policy: Have vacancies? Don't forget to list that your units are smoke-free when you add them to newspaper classifieds, Craigslist or other apartment search engines.