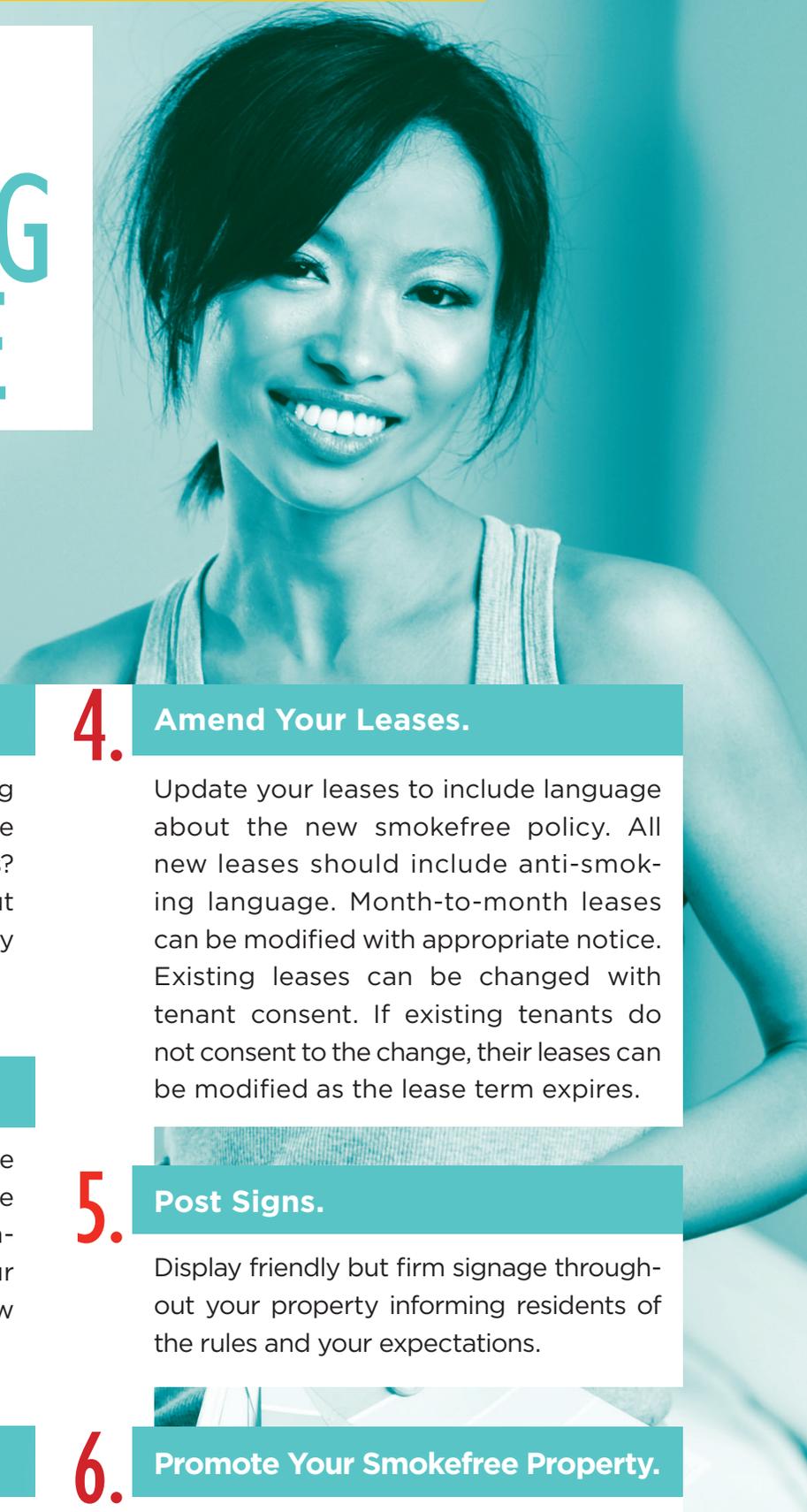


# STEPS FOR IMPLEMENTING A SMOKEFREE HOUSING POLICY



## 1. Make A Plan.

Develop a detailed strategy for going smokefree. Should all of your property be non-smoking, or only certain buildings? What is your time table? Think about important aspects of your new policy and get them on paper.

## 2. Hold A Meeting.

Clear, open communication will make the transition smoother. Get everyone together - employees, tenants and management. Explain your new policies, your reasons for making the change and how the new policy will benefit them.

## 3. Communicate With Tenants.

Formally notify your tenants in writing. Tell them about the change, when it will take effect, and what the policy covers.

## 4. Amend Your Leases.

Update your leases to include language about the new smokefree policy. All new leases should include anti-smoking language. Month-to-month leases can be modified with appropriate notice. Existing leases can be changed with tenant consent. If existing tenants do not consent to the change, their leases can be modified as the lease term expires.

## 5. Post Signs.

Display friendly but firm signage throughout your property informing residents of the rules and your expectations.

## 6. Promote Your Smokefree Property.

Advertise in local media to attract tenants who appreciate smokefree housing.