



Smoke-Free Policy Adoption Checklist

Looking to adopt a smoke-free policy but don't know where to start? Follow our 'check list' for adopting, implementing and marketing a smoke-free policy in your multi-unit building.

- Check out Smoke-Free Housing New England's website at www.smokefreehousingne.org for sample policies, surveys, tenant communications and local resources.
- If you want to find out how your tenants feel about adopting a smoke-free policy, first disseminate a survey to see their reactions and level of interest.
- Create policy language to add to your house rules and/or lease. Remember, there is no one-sized-fits-all policy, so choose what works best for your property and residents.
- Send a letter to tenants explaining your intent to go smoke-free.
 - *In the letter explain what the rules will be, results of violating the policy, your reasons for adoption and the date of implementation.*
- Allow tenants to respond, in person or in writing, to the announcement of policy change.
 - *Hold a meeting for tenants to come and share their opinions and concerns about the policy.*
 - *Provide information to tenants on cessation resources available in your area.*
- Add a smoke-free policy to your house rules (this should occur no sooner than 30 day 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 addendum and have each new or renewing tenant sign the lease in acknowledgement of the policy.*
- Post proper signage to ensure your tenants and their guests are aware of the smoke-free 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.