***1. Set a timeframe for change, including the date policy goes into effect***

* List the places where smoking (if any) is allowed
* Who the policy applies to (tenants, guests, staff, service persons, etc.)
* Who is responsible for enforcing the rule
* Consequences for violations
* Effective date of the policy
* Definition of smoking, including marijuana and electronic cigarettes

***2. Train your management staff on the new policy and make sure they understand it is a priority.***

***3. Notify tenants, including timeframe and need to sign Lease Addendum***

* Hold a meeting (optional)
* Send memos to Tenants; (See Tenant Handout and the Model Resident Notification)
* Talk to individual tenants as needed
* Post flyers in the halls or laundry rooms (see examples)
* For month-to-month leases give tenants at least 30 days notice (60-90 is better)
* Post no-smoking signs and stickers in and around your building
* Market your buildings as non-smoking

***4. New Lease or Lease addendums***

* **New lease**: The easiest time for a landlord to establish a no-smoking policy is when a new tenant moves in or when an expired lease is replaced.
  + Once the landlord and the tenant sign the new agreement, the smoking restriction becomes a requirement like any other provision in the lease.
* **Long-term existing lease**: If a current tenant agrees, the landlord should either:
  + add an amendment to the existing lease specifying the no-smoking provision

or

* + create a new lease that includes the no-smoking provision for any renewal

***5. (Optional) Set aside a designated Smoking Area (at least-30 ft. away from doors and windows)***

* Consider creating a designated outdoor area for smoking if you think it would help with compliance.
* If using a designated smoking area, have it in place BEFORE the date the policy goes into effect.
* Post signs that say “Designated Smoking Area”

**6*. Put up No Smoking signs***

***7. Establish complaint and enforcement procedures***

* See additional handout

**8*. Monitor units for compliance***

* Enforce your no-smoking rule just as you would any other rule.
  + Phone call or visit first
  + Then letter for 2nd infraction.
  + If tenants fail to comply with the no-smoking rules in their units and common areas, they are in breach of the lease agreement, which could be grounds for eviction. (See Sample Warning Letter)
* Explain the rule when prospective tenants tour the property
* Explain it again when tenants sign or renew their lease