

# Live Smoke Free



## Adopting a Smoke-Free Building Policy: A Three-Part Series for Multi-Unit Housing Managers and Assistance for Homeowners Associations

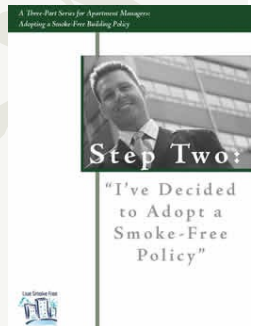
Typically, apartment owners and managers go through three stages when adopting a smoke-free policy. Live Smoke Free designed materials to meet the educational needs of multi-unit housing owners and managers whether they are in the stage of contemplation, adoption, or implementation. Live Smoke Free has also developed materials to assist homeowner associations in adopting a policy for their condominiums and townhomes.



### Step One: "I'm Thinking of Adopting a Smoke-Free Building Policy":

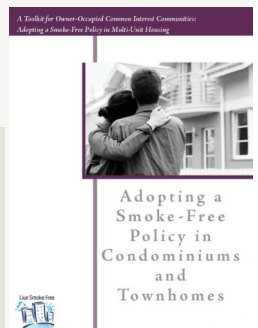
This packet summarizes the benefits and steps to adopting a smoke-free policy. It includes "An Apartment Manager's Guide to Adopting a Smoke-Free Building Policy," informational fact sheets, and sample a survey to distribute to residents to gauge their interest in living in a smoke-free building.

**Step Two: "I've Decided to Adopt a Smoke-Free Policy":** Once multi-unit housing owners and managers decide to adopt a policy, they must notify their residents of the policy change and begin to implement the policy. This packet includes a model smoke-free lease addendum, a customizable letter to notify residents of the policy change, and a toolkit for policy enforcement. An order form to receive smoke-free building signs is also included.



**Step Three: "I Have a Smoke-Free Building":** for listing This packet contains information to help multi-unit owners and managers promote and publicize their smoke-free building. It also has instructions on how to list their building on Live Smoke Free's online smoke-free housing directory.

**For Homeowners' Associations: "Adopting a Smoke-Free Policy in Condominiums and Townhomes":** The process for adopting a smoke-free policy in a common interest community (CIC) is somewhat different than for a rental building. This packet includes a model smoke-free policy, and a guide book for common interest communities in the policy adoption process.



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