



Congratulations on your decision to Adopt a Smoke-Free Policy! In *Step Two: "I've Decided to Adopt a Smoke-Free Policy,"* you will find:

About the Live Smoke Free Program

This sheet describes all of the free resources and materials available from Live Smoke Free.

Smoke-free Apartment Building- Policy Adoption Timelines

Use these timelines as a guide when implementing your policy.

Notice Requirements for Implementing a Smoke-Free Policy

This sheet discusses notification requirements for informing your residents when you decide to adopt a smoke-free policy.

Sample Letter to Notify Residents of a Smoke-Free Building Policy

Model Smoke-Free Lease Addendum

Live Smoke Free Sign Order Form

Use this order form to order our free signage. A copy of your property's smoke-free policy language is required to receive the free signs.

Common Area Sign Order Form

Use this order form to obtain free smoke-free common area signage (common indoor areas of rental apartments must be smoke free under MN state statute Minn. Stat. § 144.413 subd.2).

Addressing Safety Concerns During Smoke-Free Policy Implementation

This fact sheet lists strategies to ensure resident and building safety during and after policy implementation.

National and Local Cessation Resource Sheet

Policy Enforcement Toolkit

This toolkit will help you enforce the smoke-free policy in your apartment building. It includes:

- *Enforcing a Smoke-Free Policy in an Apartment Building* fact sheet
- *Sample Notice of Infraction Form* for you to document policy violations
- *Sample Notice of Smoking Incident Form* for residents to report policy violations

To learn more and access these documents electronically, visit www.mnsmokefreehousing.org

**To Contact Live Smoke Free, call 651-646-3005 or
e-mail info@mnsmokefreehousing.org
to schedule a consultation or presentation.**

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