



# SMOKE-FREE POLICY IMPLEMENTATION MATERIALS

## ORDER FORM FOR MN MULTI-UNIT HOUSING PROPERTIES

QUANTITY REQUESTED

### SECONDHAND SMOKE & CESSATION INFORMATION (RESOURCES FOR RESIDENTS):

- Information on the dangers of secondhand smoke
- Information on Minnesota's free quit smoking programs

### MATERIALS AVAILABLE TO SMOKEFREE MINNESOTA PROPERTIES: \* A copy of your smoke-free policy is required for the following

#### RESIDENT REMINDERS\*: "WELCOME TO YOUR SMOKE-FREE HOME" \* Limit one per unit

- Rubber keychain

#### DOOR/WINDOW CLINGS\*: "WELCOME TO OUR SMOKE-FREE BUILDING" \* Limit five per building

- English Language Only (Includes Electronic Cigarettes and Cannabis)\*
- English/Spanish Language (Includes Electronic Cigarettes and Cannabis)\*

\* 'Electronic cigarettes' must specifically be mentioned in your policy

#### DOOR PLAQUE\*: "FOR THE HEALTH OF ALL RESIDENTS AND GUESTS, THIS BUILDING IS 100% SMOKE FREE." \* Limit two per building

#### OUTDOOR BUILDING AND PROPERTY SIGNS\*: \* Limit one per building

- '100% Smoke-Free Building' (covers all indoor areas)
- '100% Smoke-Free Building' includes Electronic Cigarettes\*
- '100% Smoke-Free Building' includes Electronic Cigarettes and Cannabis\*
- '100% Smoke-Free Property' (covers all indoor & outdoor areas)
- '100% Smoke-Free Property' includes Electronic Cigarettes\*
- '100% Smoke-Free Property' includes Electronic Cigarettes and Cannabis\*
- 'No Smoking Beyond this Point' (designates the perimeter of a smoke-free area)

\* 'Electronic cigarettes' must specifically be mentioned in your policy.  
If an item is out of stock, you may receive a modified version of a sign using weather resistant, durable stickers.

#### WEATHER RESISTANT STICKERS (TO UPDATE EXISTING OUTDOOR SIGNS)

- Electronic Cigarette (Vape) Sticker\* \* 'Electronic cigarettes' must specifically be mentioned in your policy
- Cannabis (Marijuana) Sticker\* \* Any property with existing outdoor signs may request cannabis stickers to comply with state law



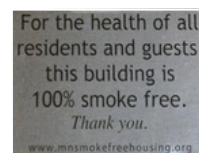
Stickers  
2.25"



Rubber Keychain



Window Cling  
4.5" X 6.5"



Interior Door Plaque  
3.5" X 5"  
metal, adhesive back

Outdoor Signs  
Metal - 12" X 18"



# PROVIDE THE FOLLOWING INFORMATION TO RECEIVE YOUR FREE MATERIALS:

\*Note: these materials are only available for Minnesota properties; allow 2-3 weeks for delivery.

## SHIPPING INFORMATION: (If property is outside of the metro, please reach out to [SmokeFreeHousing@Lung.org](mailto:SmokeFreeHousing@Lung.org))

NAME/TITLE: \_\_\_\_\_  
SHIPPING ADDRESS: \_\_\_\_\_  
SHIPPING CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

## PROPERTY INFORMATION: (Include the following information for each smoke-free property where signs will be posted)

PROPERTY NAME: \_\_\_\_\_  
MANAGEMENT COMPANY: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CITY: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
WEB SITE: \_\_\_\_\_

## TYPE OF BUILDING (Check all that apply)

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Apartment   | <input type="checkbox"/> Co-Op          | <input type="checkbox"/> Affordable/Section 8 Housing |
| <input type="checkbox"/> Town Home   | <input type="checkbox"/> Senior Housing | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Market Rate    |   |

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_ TOTAL NUMBER OF UNITS: \_\_\_\_\_  
NUMBER OF SMOKEFREE BUILDINGS: \_\_\_\_\_ NUMBER OF SMOKEFREE UNITS: \_\_\_\_\_  
DATE POLICY WENT INTO EFFECT: \_\_\_\_\_ APPROX. NUMBER OF RESIDENTS: \_\_\_\_\_

## SMOKE-FREE POLICY DETAILS (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Smoking Prohibited in All Units                     | <input type="checkbox"/> Smoking Prohibited in Entryways                   |
| <input type="checkbox"/> Smoking Prohibited in Some Units<br>(explain) _____ | <input type="checkbox"/> Smoking Prohibited on Entire Property             |
| <input type="checkbox"/> Current Smokers Exempted Until: _____               | <input type="checkbox"/> Electronic Cigarettes are Prohibited in all Units |
| <input type="checkbox"/> Number of Smokers Grandfathered: _____              | <input type="checkbox"/> Cannabis/Marijuana is Prohibited in All Units     |
|  | <input type="checkbox"/> Other: _____                                      |

**\*To receive our signage, your smoke-free policy must cover at minimum, 100% of the indoor of the building.**

To confirm that a property is smoke free, Live Smoke Free must receive a copy of the property's smoke-free policy before shipping your sign order.

- I have attached my smoke-free policy  
 I will send my smoke-free policy via mail, e-mail or fax

\* Live Smoke Free reserves the right to limit an order based on the quantities of materials available.

\* To access this order form online, visit:  
[www.mnsmokefreehousing.org/order-signs](http://www.mnsmokefreehousing.org/order-signs)

### RETURN FORM TO:

#### Live Smoke Free

2395 University Avenue W, Suite 310  
St. Paul, MN 55114-1512

Email: [info@mnsmokefreehousing.org](mailto:info@mnsmokefreehousing.org)

Phone: (651) 646-3005

FAX: (651) 646-0142

#### \*INTERNAL USE\*

Date Signs Sent: \_\_\_\_\_  
Filled by: \_\_\_\_\_  
Policy Received? \_\_\_\_\_  
Policy Scanned? \_\_\_\_\_  
Building in DB? \_\_\_\_\_  
Sign order in DB? \_\_\_\_\_