**Written Notice of Smoke-Free Violation**

Property Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This notice is from (property name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ management to inform you that a violation of the smoke-free policy has been recorded on your record. It has come to our attention that you are in violation of the smoke-free policy in the following way(s):

Staff became aware that on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you were in violation of the smoke-free policy due to:

\_\_\_ smoking in your unit

\_\_\_ smoking in the common areas

\_\_\_ smoking in an outdoor area where  
smoking is prohibited

\_\_\_allowing others/guests to smoke in one of the areas listed above

Any violation of the smoke-free policy is a violation of your lease terms and failure to comply with this policy could affect your eligibility to reapply for housing with [property management company] or result in lease termination.

[Property management company] uses the following enforcement plan. An ‘x’ indicates your status. *(Fill in your building or agency’s enforcement plan below. A sample enforcement plan can be found in the Public Health Law Center’s* [*Model Smoke-Free Lease Addendum*](https://www.publichealthlawcenter.org/sites/default/files/resources/PHLC-Model-Smoke-Free-Lease-Addendum.pdf)*.)*

\_\_\_First violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Second violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Third violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compliance with the smoke-free policy is important and helps ensure that all residents of our community can breathe smoke-free air in and around our building.

**Are you interested in quitting smoking?** There’s free help. Visit [www.QuitPartnerMN.com](http://www.quitpartnermn.com) or call **1-800-QUITNOW** to talk to a quit coach. *(Live Smoke Free recommends attaching a Quit Partner flyer to this notice. Flyers and other materials are available at* [*www.QuitPartnerMN.com*](https://www.quitpartnermn.com/downloadable-materials/)*.)*

If you have questions about this notice or would like to discuss it, please contact:   
(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely, (insert property manager/management name)