



This form is a tool for property managers to inform residents of a smoke-free policy violation. Consider your building's/agency's enforcement plan before using this form.

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 an outdoor area where smoking is prohibited

___ smoking in the common areas

___ 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](#).)

___ 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 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.)

If you have questions about this notice or would like to discuss it, please contact:

(name) _____ (phone) _____

Sincerely, (insert property manager/management name)