



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

## Notice of Concern

### Possible Smoke-Free Violation

This is a courtesy reminder from the  **resident council**  **management** at **(name of building)** \_\_\_\_\_

of an unconfirmed lease violation and/or apparent minor first time violation of the smoke-free policy. This is not a lease termination notice.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

It has come to the attention of your property management that you may be in violation of the smoke-free policy in the following way(s):

Staff was informed on (date) \_\_\_\_\_ that you were:

\_\_\_ smoking in your unit

\_\_\_ smoking in the common areas

\_\_\_ other: \_\_\_\_\_

This is a violation of the smoke-free policy and could result in lease termination.

At this time, no formal action is being taken beyond this courtesy notice. We stress the importance of refraining from smoking in your unit, the common areas, and

\_\_\_\_\_. Failure to do so could affect your housing eligibility.

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

(name) \_\_\_\_\_ (phone) \_\_\_\_\_

**Are you interested in quitting smoking?** There's free help. Call **1-800-QUITNOW** to talk to a quit coach and get connected to resources in your area.

Sincerely,