

# Sample tenant notification letter

<Name>  
<Address>  
<Date>

**RE: notice to all residents residing at <insert building name and address>**

Dear <Name>,

In the interest of the health of residents and staff, as well as the quality of indoor air and enjoyment of the premises, <name of landlord/property manager> is pleased to inform you that effective <implementation date>, a smoke-free policy will apply to all units in this building <or state specific floor/wing> as well as <insert other areas where smoking will be prohibited (e.g.; units, outside balconies and patios, entire outside property)>. <State if and where designated smoking areas are located>. <If phasing-in the policy, describe that process>.

This policy has been developed through a process of consultation with tenants and staff. We took a variety of viewpoints into consideration and are confident that the final result strikes the right balance to address concerns and meet tenants' needs. Thank you for your participation throughout this process.

Our company is obligated under the Residential Tenancies Act to ensure our properties meet at least the minimum standards prescribed for housing premises under the Public Health Act, including a regulation not to permit "any condition in housing premises that is or may become injurious or dangerous to the public health, including any condition that may hinder in any way the suppression of disease." As a progressive management company, we recognize that society is moving in the direction of protecting people from the known hazards of exposure to second-hand smoke. In line with the policies enacted by our local and provincial governments to protect the public from second-hand smoke, creating smoke-free buildings will provide a healthy and safe environment for all our tenants, staff and service personnel.

Our smoke-free policy will provide added benefits that include:

- improved indoor air quality for all residents;
- reduced risk of fires;
- reduced maintenance, cleaning and recovery costs/time; and,
- reduced complaints of migrating second-hand smoke.

This policy will apply to all new and existing tenants. New and renewing tenants will be required to sign tenancy agreements that include a smoke-free clause. Should you apply for another unit in the same building or other properties owned by our company with a smoke-free policy, you would be required to sign a new tenancy agreement that will include the smoke-free clause. As a current tenant, if you would like to sign an addendum to your tenancy agreement that contains the new smoke-free policy, we would be very pleased to make this happen. Those on periodic or long-term leases will also be expected to comply with the policy as of <implementation date>. Repeated failure to comply may be seen as a breach of your obligations as a tenant to:



- not interfere significantly with the rights of the landlord or other tenants; or,
- not do anything at the rented property that would put anyone in danger, the result of which may lead to management taking steps to terminate your tenancy.

All complaints regarding second-hand smoke will be investigated and addressed. Please feel free to contact [<name of property manager or landlord, phone number>](#) if you have any questions. We will be happy to discuss the smoke-free policy and assist you in any way possible.

Sincerely,  
[<name of property manager or landlord>](#)

[\[Attach a copy of the policy\]](#)