



## Sample Smoke-Free Housing Policy Reminder Letters

*These sample letters may serve to remind residents of the no-smoking or no-vaping policies at a property before issuing a Demand for Compliance form or other legal actions and are intended to provide general guidance only. They should not be relied upon as a substitute or replacement for legal counsel or advice.*

Dear Resident,

On (give date) you submitted a maintenance request for \_\_\_\_\_. When entering your unit, I noticed a very strong odor of cigarettes. I asked if you had been smoking, you said that you were trying to stop. I reminded you that you are not allowed to smoke in your unit. Per your lease/house rules #\_\_\_\_, smoking is prohibited in any area of the property, and you are in violation of that rule. I have attached a copy of the house rules for you to review. Please always refrain from smoking in your unit or on the property. If you need help to stop smoking, we can provide you with some great resources.

If you have questions or concerns, please contact me at \_\_\_\_\_ or stop by the office.

Thank you for your cooperation in this matter.

Property Manager's Name and Title, Property Name, Management Company

Dear Resident,

Please be advised that you are not in compliance with (Property Name's) community policies or local laws.

Per your lease/house rules #\_\_\_\_, smoking is prohibited in any area of the property. I have attached a copy of your lease with the applicable rules highlighted. We are aware that smoking is continuing in your unit. (Provide further specifics of times, dates, complaints, etc.).

You, your family members, roommates and/or visitors must always refrain from smoking in your unit or on the property. You are requested to correct this situation by \_\_\_\_\_.

Your immediate attention to this matter is greatly appreciated. Please contact the management office if you have questions. If you need help to stop smoking, we can provide you with some great resources. Failure to comply with your lease could result in eviction proceedings.

If you have questions or concerns, please contact me at \_\_\_\_\_ or stop by the office.

Thank you for your cooperation in this matter.

Property Manager's Name and Title, Property Name, Management Company

May be reprinted or copied with appropriate attribution to the Group to Alleviate Smoking Pollution (GASP of Colorado)

Information about GASP and secondhand smoke | [gaspforair.org](http://gaspforair.org)  
Smoke-free housing listings and resources | [mysmokefreehousing.org](http://mysmokefreehousing.org)  
Information on secondhand marijuana smoke | [smokeissmoke.com](http://smokeissmoke.com)