**[SAMPLE] LETTER NOTIFYING TENANTS OF LEASE AND RULE CHANGE**

**[Date]   
[Resident]   
[Address]   
[City, State Zip]**

Dear Resident:

In order to reduce the risk of fire, maintenance costs, and health hazards caused by smoking, **[insert name of property]** will become a non-smoking residence effective **[insert effective date of the policy],** after all tenants’ leases renew. Tenants will be required to sign a no-smoking agreement when they sign their leases.

Under the new rule, smoking of cigarettes, cigars, pipes, hookahs, marijuana (including medical marijuana) or any other product or substance that is smoked, **[Optional: including electronic smoking devices like e-cigarettes, e-cigars, e-pipes, e-hookahs, vape pens, etc.]** will be prohibited in **[list all areas of the property that will be smoke-free, e.g. common areas, units, entrances, within \_\_\_ feet from the building(s), balconies, and patios, hallways, stairways, foyers, fire escapes, elevators, roof tops, basements, laundry rooms, storage areas, etc.] [Optional: except for the following designated outdoor smoking area].**  The new policy will apply to tenants, as well as guests, maintenance personnel and staff, service persons, and anyone entering the property.

Our decision to become a non-smoking residence is based on the following:

* **Risk of fire:** Cigarettes, cigars, and other smoking materials are a leading cause of residential fire deaths in the U.S. Property damage from smoking-related home fires also costs more than $25,000 on average nationally.
* **Health risks** **from secondhand smoke:** Second hand smoke is a known health hazard. The U.S. Surgeon General has stated that there is no safe level of exposure to it. It can cause heart attacks, strokes, lung cancer, and asthma attacks and make other health conditions worse. Research also shows that there is no way to effectively contain second hand smoke, as its particles and gases can travel from one unit to another. Making the building non-smoking is the only way to effectively protect residents, guests, and staff.
* **Property damage due to smoking:** When any tenant moves out, the unit must be cleaned and repaired. Unfortunately, the cost of cleaning and repairs for units where smoking has taken place is two to seven times more expensive than non-smoking units.

I/We sincerely hope that all residents, including those who smoke, will continue to enjoy living in our building(s). I/We embrace this change as an opportunity to ensure that the building (s) is/are (a) healthier and cleaner place for all residents and guests.

Please feel free to contact **[name of landlord or property manager, phone number]** if you have any questions. If you are interested in more information about the benefits of living in a smoke-free building, please visit [www.BostonSmokeFreeHomes.org](http://www.bostonsmokefreehomes.org)

Sincerely,   
**[Landlord/Property Manager]**  
*This sample letter is a modified version of a letter developed by Change Lab Solutions. The legal information in this document does not constitute legal advice or legal representation. For legal advice, please consult a lawyer.*