Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Organization

TO: All Residents of <<PROPERTY NAME>>

FROM: <<MANAGEMENT COMPANY NAME>>

DATE: <<DATE>>

SUBJECT: <<REVISION TO YOUR LEASE>>

We are writing to notify you about a change in the smoking policy at <<PROPERTY NAME>>.

As of <<DATE>>, smoking will be prohibited in common areas, apartment units, and within 25 feet of any apartment building, including porches and balconies. This new policy applies to all residents and guests. A copy of the Smoke-Free Lease Addendum is enclosed. We have additional copies of the Smoke-Free Lease Addendum in the rental office, if you need an extra copy.

We are implementing this policy to protect the health and safety of all our residents. Secondhand smoke can travel from one unit to another through doorways, windows, plumbing fixtures, and ventilation systems. Secondhand smoke has the potential to harm to all residents, and some residents have health conditions that make them especially vulnerable to its negative effects. Smoking is also the #1 cause of apartment fire deaths and this policy will reduce the risk of fires.

All new residents will be required to sign the smoke-free policy agreement when they sign their leases. Current tenants will be required to sign the Smoke-Free Lease Addendum within <<TIME FRAME>> of the date of this notice.

If you would like more information about smoke-free living, please visit http://smokefree.nc.gov. If you have been thinking about quitting smoking, there are excellent resources available at the website, such as the NC Quitline at 1-800-QUIT-NOW.

There will be a resident meeting to review the new policy on <<DATE>> at <<TIME>>. Please plan to attend to learn more about the policy and ask questions. If you are unable to attend, please feel free to contact <<NAME>> at <<PHONE or EMAIL>> with your questions or concerns.

Sincerely,

<<NAME>>

<<TITLE>>
<<CONTACT INFO>>