



SAMPLE RESIDENT MANAGER NOTIFICATION LETTER

Notice to all Resident Managers

In the interest of the health of tenants and staff, as well as the quality of indoor air and enjoyment of the premises, the [name of landlord] is pleased to inform you that effective (*enter date*), a no-smoking policy will apply to all our buildings (*or this building, and insert other areas where smoking will be prohibited, i.e. units, outside balconies and patios, entire outside property*).

This new policy will NOT apply to existing tenants. All existing tenants will be 'grandfathered' (exempted) for the duration of their tenancies or until they choose to move out. This means that these tenants, their visitors or guests, will continue to be allowed to smoke inside their rental unit, balconies or patios.

All new tenants will be required to sign tenancy agreements that include a no-smoking clause. This means that new tenants and their visitors or guests will not be permitted to smoke in any of the rental units, balconies, patios, as well as the entire property. The no-smoking policy states that smoking of any combustible material in the rental unit or on the residential property is prohibited.

Further, all existing Resident Managers are 'grandfathered'. This means that you, and your visitors or guests, will continue to be allowed to smoke inside your rental unit, balcony or patio during the periods that you are off duty. Smoking restrictions continue to apply while you are on duty as a manager, in accordance with Worksafe BC Regulations and the provincial Tobacco Control Act banning smoking in all workplaces.

We are a progressive management company and 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 no-smoking policy will provide added benefits that include:

- Reduced risk of fires
- Reduced maintenance, cleaning and redecorating costs
- Reduced complaints of migrating second-hand smoke

Please ensure that you review the policy with all new tenants to ensure they fully understand it and the consequences for violations. Remind new tenants that the building is transitioning to a smoke-free building, as existing tenants and their guests and visitors are 'grandfathered'. However, while smoking is still permitted in 'grandfathered units', it is still the responsibility of resident managers to investigate and address complaints of second-hand smoke.

We have made all necessary changes on the tenancy agreements and addendums, and all of our advertising will reflect the same.

Sincerely,

Property Management Company

For more tools and help going smoke-free visit www.smokefreehousingbc.ca