



SAMPLE TENANT NOTIFICATION LETTER

Notice to all tenants residing at: {insert building name & address}

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/property manager] is pleased to inform you that effective (*enter date*), a no-smoking policy will apply to this building and (*insert other areas where smoking will be prohibited, i.e. units, outside balconies and patios, entire outside property*).

As a current tenant with an existing tenancy agreement, this new policy will NOT apply to you. All existing tenants will be 'grandfathered' (exempted) for the duration of their tenancies or until they choose to move out. This means that you, and your visitors or guests, will continue to be allowed to smoke inside your rental unit, balconies or patios. Should you apply for another unit in the same building or other properties owned by our company with a no-smoking policy, you would be required to sign a new tenancy agreement that will include the no-smoking policy. As a current tenant, if you would like to sign an Addendum to your tenancy agreement that contains the new no-smoking policy, we would be very pleased to make this happen.

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.

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. We want to offer quality rental accommodations to our tenants, and since 85% of British Columbians don't smoke, we believe that British Columbians want more options for smoke-free living.

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

As we transition to a no-smoking building over time, your cooperation is appreciated. Because smoking will still be permitted in 'grandfathered' units, there is a risk of second-hand smoke travelling from one unit to another through doorways, windows, patios, etc. All complaints regarding second-hand smoke will still be investigated and addressed.

Please feel free to contact (*name of property manager, phone number*) if you have any questions. We will be happy to discuss the no-smoking policy and assist you in any way possible.

Sincerely,

Property Management Company

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