

# Enforcing your Smoke-free Policy



## First, take action to PREVENT problems:

- **Include “Smoke-free” in advertisements and listings.**
- **Spell out the terms of your smoke-free policy in the lease agreement.** Make it clear that it includes residents and guests. Include a clause making residents financially responsible for returning the unit back to its original condition if they violate the policy by smoking in their units.
- **Communicate clearly.** Post signs in the building and throughout the property.
- **Visit the properties regularly and perform inspections.** Look for signs of smoking (ashtrays, burn marks, stains). Document where tobacco odors are present inside the building.
- **Link smokers ready to quit with free counseling services** of the Georgia Tobacco Quit Line 1-877-270-STOP (1-877-270-7867) to assist them in quitting tobacco ([www.dph.georgia.gov/ready-quit](http://www.dph.georgia.gov/ready-quit)).



## ENFORCE it as you would any other rule:

- **Respond promptly and document all violations –** Send a written notice to the resident stating that you have been made aware of violations to the smokefree policy. Spell out what the consequences will be. Keep written track of the specifics of each occurrence (when, where, what).
- **Follow the guidelines of your lease.** Your lease may require at least three written warnings or simply a 30-day notice to terminate.
- **Eviction should always be a last resort;** it is expensive and time-consuming.

For more information, please visit <http://breatheeasyqahomes.org/>  
This information was adapted from the Oregon Smokefree Housing  
Project, sponsored by the Oregon Health Authority