



Sample Resident Manager Notification Letter NOTICE TO ALL RESIDENT MANAGERS

[name of landlord/property manager] is pleased to inform you of a new policy that is being implemented in regards to smoking on the property. Effective [enter date], all of our buildings [or our building located at _____] will be designated as non-smoking buildings.

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 policies enacted by our 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 about 85% of Nova Scotians don't smoke, we believe that Nova Scotians want more options for smoke-free living.

We also believe that this policy will provide added benefits that include:

- Reduced danger of fires
- Reduced maintenance, cleaning and redecorating costs
- Reduced complaints about second-hand smoke

Please ensure that you review the policy notification (lease addendum) with tenants 4 months before their lease anniversary date to ensure they fully understand the policy and the consequences for violations.

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