



SAMPLE TENANT LOG

Documenting Your Efforts to Address Second-hand Smoke Entering your Home

You can use this form to document when smoke enters your home from a neighbouring unit and everything you do or say to resolve the problem, including talking with your landlord. This information will be useful when approaching your landlord to show how serious the problem is and how often the smoke enters your home. It will also be important if you decide to make an application to the Residential Tenancies Program for compensation due to interference with your occupancy.

Be sure to include dates and names of all people that you communicate with and be sure to keep copies of all correspondence.

When documenting each time smoke enters your home, please be sure to answer the following questions:

1. Where is smoke coming from and how it is entering your home? Include dates and times.
2. How is the smoke affecting the health of you or your family?
3. How is the smoke interfering with the occupancy of your home?
4. Steps taken to rectify the problem (communications or steps taken to seal off your apartment.
5. What happened? Example:

Date	Time	Notes
January 30, 2014	10:00am	Smoke entering my bedroom window from neighbour's balcony. Started wheezing and coughing. Spoke to person smoking. They said they always smoke outside – but this is where smoke is coming from.