



## Sample Tenant Notification Letter New Policy

### NOTICE TO ALL TENANTS RESIDING AT:

[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 or our buildings [or our building located at \_\_\_\_\_] will be designated as non-smoking buildings.

Four months before the anniversary of your lease we are asking you to sign a new tenancy agreement that includes a no-smoking clause. This means that tenants and their visitors or guests will not be permitted to smoke in any of the rental units, balconies and 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 over 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 of migrating second-hand smoke

Please feel free to contact [name of LL, complex manager, phone number] if you have any questions.

If you do not wish to renew your lease due to the no-smoking policy, please provide a written notice to that effect three months before your lease anniversary date.

We will be happy to assist you in any way possible.

Sincerely,

**Property Management Company**

*For more tools and help increasing options for smoke-free living visit*

[www.smokefreehousingns.ca](http://www.smokefreehousingns.ca)