



## Adopting a Smoke-Free Building Policy: A Three-Part Series for Apartment Managers

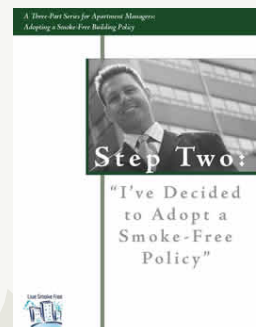
Often, apartment owners and managers go through three stages when adopting a smoke-free policy. Live Smoke Free has designed these materials to meet the needs of owners and managers whether they are in the stage of contemplation, adoption, or implementation.



**Step One: "I'm Thinking of Adopting a Smoke-Free Building Policy":** This is a first look to understand the benefits and steps to adopting a smoke-free policy. This step provides "An Apartment Manager's Guide to Adopting a Smoke-Free Building Policy," informational fact sheets, testimonials from managers, and a survey to distribute to tenants to gauge their interest in living in a smoke-free building.



**Step Two: "I've Decided to Adopt a Smoke-Free Policy":** Once owners and managers decide to adopt a policy, they must notify the tenants of the policy change and begin to implement the policy. This step includes a customizable letter to notify tenants of the policy change and model lease addendum. An order form to receive smoke-free building signs is also included.



**Step Three: "I Have a Smoke-Free Building":** Immediately before or soon after a policy goes into effect, owners and managers are sent a package that includes the signs ordered along with a certificate of congratulations. They also receive information about policy enforcement and publicity as well as instructions for listing on Live Smoke Free's online smoke-free housing directory.

If you are ready to receive any of the above informational steps or if you have any questions about adopting a smoke-free policy, please contact our office at 651-646-3005.

[www.mnsmokefreehousing.org](http://www.mnsmokefreehousing.org)