



Sample Violation Warning Letter

The following warning letter can be used as a model to write your own letters to tenants who are violating the terms of your smoke-free policy. Please note that the letter is intended to be tailored according to the specifics of your smoke-free policy and the penalties associated with violating the contract.

Date

Dear (name of resident),

It has been brought to our attention that secondhand smoke has been drifting out of your apartment into common areas and/or others' apartments (OR staff noticed a strong odor of cigarettes in your unit). I would like to remind you that, as stated in your lease agreement, (property name) has a smokefree policy that states (insert non-smoking policy). This decision was made to protect the health of all tenants from the adverse effects of secondhand smoke, a known health hazard associated with lung cancer and heart disease. The decision was also made to protect our buildings from damage to units and an increased risk of fire.

Tenants who violate the terms of their lease are subject to the penalties outlined in the lease agreement. If you violate the terms of the lease again, we may take appropriate action, including issuing a monetary fine or terminating your lease. (Include further details about your enforcement procedures of warnings, fines, etc.)

(If you have an outdoor designated smoking area, provide details on where it is and ask the tenant to smoke only in the designated area(s).)

Thank you for your cooperation in this matter. Please don't hesitate to contact us at (insert contact information) if you have questions or concerns.

If you are interested in quitting smoking, help is available through the Indiana State Tobacco Quit Line (1-800-QUIT-NOW or www.quitnowindiana.com). Services are free and include information, counseling, a personalized quit plan, local quitting resources, nicotine replacement therapy, and quit kits.

Sincerely,

Name

Title

Company

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