**Report of a Smoking Incident** (Spanish on p4)

*This notice is for a resident to inform management of a smoking-related incident.*

**Your Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Incident:**

\_\_\_\_\_ 1. Smoke coming into rental unit

\_\_\_\_\_ 2. Smoking observed in indoor common area

\_\_\_\_\_ 3. Smoking observed in outdoor area

\_\_\_\_\_ 4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks/Detail Description:

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Please submit this form to the rental office.

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Resident Date

**Notice of Infraction** (Spanish version on p5)

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| **Property:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Resident:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Unit No:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please be advised that we have recorded one of the following incidents in your tenant record:

1. Infraction of property regulations described in Rules and Regulations
2. Violation of term(s) of your lease

One of the above was committed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_you, \_\_\_\_your children, or \_\_\_\_a visitor or guest to your apartment.

**Description of Incident:**

\_\_\_\_\_ 1. Destruction of property

\_\_\_\_\_ 2. Disturbing or harassing other residents

\_\_\_\_\_ 3. Excessive noise from your unit

\_\_\_\_\_ 4. Drunk and disorderly

\_\_\_\_\_ 5. Illegal activities on the premises

\_\_\_\_\_ 6. Failure to maintain unit in clean and sanitary condition

\_\_\_\_\_ 7. Smoking in unit

\_\_\_\_\_ 8. Smoking in common areas

\_\_\_\_\_ 9. Leaving garbage, trash or other obstruction in common area

\_\_\_\_\_ 10. Allowing unauthorized person to live in unit

\_\_\_\_\_ 11. Failure to allow management or maintenance in unit

\_\_\_\_\_ 12. Unauthorized alteration or addition to property

\_\_\_\_\_ 13. Breach of building security

\_\_\_\_\_ 14. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks:

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Failure to comply with your lease terms or with the Rules and Regulations may be cause for termination of your lease.

If you have questions regarding this matter, please call or stop by the rental office.

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Manager Date

**Resident Compliance Letter** (Spanish version on p6)

Dear [Name of resident],

As of [Date], all new or renewed leases included a smoke-free addendum. Our policy includes [insert smoke-free policy language].

Our office was notified that on [Date] at approximately [Time], you [or if needed, someone from your unit] were noticed to be in violation of the smoke-free policy stated in the lease by [\_\_\_\_\_\_\_\_].

It is our responsibility to ensure that all residents and guests adhere to the smoke-free policy, and our office will take appropriate enforcement steps to do so.

[Insert specific language on enforcement steps including those in the lease or lease addendum and other established procedures.]

As a reminder, smoking is allowed in the following areas: [insert any designated smoking areas] OR

As a reminder, smoking is not allowed on any part of the property, both indoors and out.

We are committed to providing information and resources to residents who wish to quit. Call 1-800-QUIT NOW for free quitting assistance or visit [www.wiquitline.org](http://www.wiquitline.org/) to take a look at some tips on how to quit smoking. [Optional: We have additional quit resources and pamphlets available in the property office.]

If you have any questions or concerns, please contact us at [insert contact information].

Thank you for your cooperation,

[property manager/owner]

*This notice is for a resident to inform management of a smoking-related incident.*

**Su informacion:**

Nombre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direccion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fecha del incidente \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Descripcion del incidente :**

\_\_\_\_\_ 1.Humo de cigarro entrando a la unidad

\_\_\_\_\_ 2. Fue observado fumando en las areas comunes

\_\_\_\_\_ 3. Fue observado fumando dentro del edificio

\_\_\_\_\_ 4. Otro: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks/Detail Description:

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Porfavor entregue esta hoja de regreso a la oficina.

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Residente Fecha

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| **Propiedad:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Fecha:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Residente:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Unidad #:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Para tomar en cuenta por usted que nuestro record indica que usted ha sido multado con lo siguiente:

1. Infraccion de algunos de los terminus del contrato
2. Violacion del contrato de arendamiento

Una de las siguientes cosas ocurrio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ por: \_\_\_\_usted, \_\_\_\_sus hijos , o \_\_\_\_algun visitante o invitado a su propiedad en renta.

**Descripcion del Incidente:**

\_\_\_\_\_ 1. Destrucion de la propiedad

\_\_\_\_\_ 2. Molestando o incomodando otros residentes

\_\_\_\_\_ 3. Ruido excesivo en la propiedad

\_\_\_\_\_ 4. Alcohol y desorden

\_\_\_\_\_ 5. Actividades en los alredodes de la propiedad

\_\_\_\_\_ 6. Incumplimiento en mantener limpia la propiedad o los alrededores

\_\_\_\_\_ 7. Fumar dentro de la propiedad

\_\_\_\_\_ 8. Fumar en los alrededores de la propiedad en donde esta prohibido

\_\_\_\_\_ 9. Dejar o tirar basura en lugares prohibidos o en areas comunes

\_\_\_\_\_ 10. Permitir la entrada a personas no autorizadas

\_\_\_\_\_ 11. Incuplir con las reglas del contrato o no permitir el arreglo de la propiedad

\_\_\_\_\_ 12. Hacer cambios o modificaciones a la propiedad sin previo aviso o autorizacion

\_\_\_\_\_ 13. Romper o alterar la seguridad del edificio

\_\_\_\_\_ 14. Otros: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Para destacar:

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Incumplir algunas o todas las reglas de su contrato puede significar el cancelamiento de su contrato definitivo.

Si usted tiene dudas o preguntas sobre este incidente pongase en contacto con la oficina..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Fecha

Estimado[Nombre del ocupante],

A partir de[Fecha], todos nuestros contraltos incluidos los nuevos se volverán libres de humo. Nuestras politicas incluyen [propiedades libres de humo].

Nuestra oficina fue notificada que en el dia [Fecha] aproximadamente[Hora ], usted [o alguien de su casa ] fue descubierto fumando en [lugar o area] lo cual esta prohibido en el contrato.

Es nuestra responsabilidad informarles que todos los residente y visitantes adquieran una política de libre de humo nuestra oficina tomara las medidas necesarias para hacer cumplir esta nueva ley.

Como recordatorio , fumar esta permitido en las siguientes areas: [informe de las areas en las cuales puede fumar] O

Como recordatorio le informamos , fumar no esta permitido en ninguna area ni adentro del edificio ni afuera en areas communes.

Estamos comprometidos a proporcionar ayuda a los residentes que deseen dejar de fumar. Llame al 1-800-QUIT NOW para asistencia gratis en como dejar de fumar o visite la pagina [www.wiquitline.org](http://www.wiquitline.org/) en donde encontrara tips para dejar de fumar. [Opcional: tenemos informacion adicional para lograr de fumar en folletos disponibles en nuestra .]

Si tiene dudas o preguntas, porfavor comuniquese con nosotros [información de contacto].

Gracias por su cooperacion,

[manager de la propiedad/propietario]