

# GOING SMOKE-FREE ENFORCEMENT TIPS

A smoke-free policy can be largely self-enforcing. Here are some tips to help with compliance.

## Enforcement Can Be Easier Than You Think

A no-smoking policy is just like any other policy you enforce. When you enforce this policy, you show your residents that you believe in the policy's ability to protect your property from damage and them from the effects of secondhand smoke.

## If a Violation Occurs

- Enforce your smoke-free policy the same way you would enforce current building policies. In some cases that could mean verbal or written warnings, monetary fines, or even lease termination.
- Use a [compliance letter](#) to remind the resident of the terms of their lease, or see this sample of one way to incorporate a smoking violation line item into an existing [notice of infraction](#).

## Ensure That You Have Adequate Signage

Make sure to post signs in your buildings and around your property (if applicable) to remind your residents, employees, and guests of your smoke-free policy.

Find downloadable signs and other signage options at [www.wismokefreehousing.com](http://www.wismokefreehousing.com).

## Your Residents Can Be Your Greatest Allies

- Residents who want to live in smoke-free housing can help you enforce the policy.
- You can offer a [form for a resident to report an incident](#), anonymously, if necessary.

## Tips for Getting Residents to Comply

- Post signs in key areas to keep residents and guests informed.
- Explain the rule when prospective residents tour the property.
- Explain the rule again and have residents initial that part of the lease when they sign or renew their lease.
- Actively market your property as non-smoking.
- Train your management staff on the new policy and make sure they understand it is a priority.
- Consider a designated outdoor area for smoking if you think it would help with compliance.
- Eliminate receptacles for smoking materials; if leaving receptacles, it is recommended to move them away at least 25 feet from building entrances, windows, and ventilation intakes.

For more information on smoke-free housing visit  
[www.wismokefreehousing.com](http://www.wismokefreehousing.com)

