



## SAMPLE RESIDENT MANAGER NOTIFICATION LETTER

### Notice to all resident managers

In the interest of the health of tenants and staff, as well as the quality of indoor air and enjoyment of the premises, the (name of landlord/property management company/housing corporation) is pleased to inform you that effective (enter date), a no-smoking policy will apply to this building and (insert other areas where smoking will be prohibited).

Current tenants, along with their guests and visitors, will be 'grandfathered' (exempted) for the duration of their tenancies until they choose to move out. This means that they will continue to be permitted to smoke inside their rental units, on balconies or patios, as well as anywhere else on the property.

However, as of (enter date), all new tenants will be required to sign a tenancy agreement that includes a no-smoking clause. This means that new tenants and their visitors or guests will not be permitted to smoke tobacco in any of the rental units, on balconies or patios or anywhere else on the property. The no-smoking policy states that smoking of any combustible tobacco (cigarettes, pipes, cigars, etc.) in the rental unit or on the residential property is prohibited.

Further, all existing resident managers are also 'grandfathered.' This means that you, along with your visitors or guests, will continue to be permitted to smoke tobacco inside your rental unit, balcony or patio during the periods that you are off duty. Smoking restrictions continue to apply while you are on duty as a manager, in accordance with the *Smoke-Free Ontario Act*.

We are a progressive management company and recognize the known human hazards of exposure to second-hand smoke. We also recognize that society is moving in the direction of more smoke-free spaces. In line with the *Smoke-Free Ontario Act*, as well as with bylaws enacted by many municipalities to protect the public from second-hand smoke, our no-smoking policy will help to provide a healthy and safe environment for all our tenants, staff and service personnel.

Our no-smoking policy will also provide added benefits that include:

- Reduced risk of fire
- Reduced maintenance, cleaning and redecorating costs
- Reduced complaints of migrating second-hand smoke.

Please ensure that you review the policy with all new tenants to ensure they fully understand it, as well as the consequences for violations. Remind new tenants that the building is transitioning to smoke-free, as existing tenants and their guests and visitors are grandfathered. However, it is still the responsibility of resident managers to investigate and address complaints of second-hand smoke.

We have made all necessary changes on the tenancy agreements and addendums, and all of our advertising will reflect the same.

Sincerely,

(Landlord/Property Management Company/Housing Corporation)