



## SAMPLE TENANT NOTIFICATION LETTER

### Notice to all tenants residing at (insert building name and address):

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).

As a current tenant with an existing lease agreement, this new policy will NOT apply to you. All current tenants will be 'grandfathered' (exempted) for the duration of their tenancies until they choose to move out. This means that you and your visitors or guests will continue to be permitted to smoke inside your rental unit, on your balcony or patio, 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. As a current tenant, if you would like to sign a lease addendum that contains the new no-smoking policy, we would be very pleased to make this arrangement.

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.

As we gradually transition to a smoke-free building, your cooperation is greatly appreciated. Because smoking will still be permitted in 'grandfathered' units, there is a risk of second-hand smoke traveling from one unit to another through doorways, windows, patios, etc. All complaints regarding second-hand smoke will be investigated and addressed.

Please feel free to contact (insert name and contact details) if you have any questions. We will be happy to discuss the no-smoking policy and assist you in any way possible.

Sincerely,

(Landlord/Property Management Company/Housing Corporation)