SAMPLE TENANT LOG

Document your efforts to address second-hand smoke infiltrating your home

You can use this form to document when the smoke enters your home from a neighbouring unit, and everything you do or say to resolve the problem, including talking to your landlord or superintendent. This information will be useful when approaching your landlord to show how serious the problem is and how often the smoke enters your home. It will also be important if you decide to make an application to the Ontario Landlord and Tenant Board due to breach of your right to the reasonable enjoyment of your home.

Include dates, times and names of all people that you communicate with, and be sure to keep copies of all correspondence for your files.

When documenting each incident, answer the following questions:

1. Where is smoke coming from and how it is entering your home? Include dates and times.
2. How is the smoke affecting the health of you or your family?
3. How is the smoke interfering with the use and enjoyment of your home?
4. What have you done to try to rectify the problem (communications or steps taken, i.e. sealing cracks and gaps)?
5. What happened?

Date	**Time**	**Notes**
Sept 2, 2008	8:00 am	Woke up wheezing and coughing because of smoke entering my bedroom window from neighbour's balcony (unit #6). Asked neighbour to smoke somewhere else but she said she has the right to smoke on her balcony.