

Smokefree Multi-Unit Housing Policy Implementation: Sample Timeline	
2-4 months out	<ul style="list-style-type: none"> • Contact local county health department, public health organization, or smokefree property management company for advice/assistance • Choose a transition plan: <ul style="list-style-type: none"> ○ Example: Effective date for all current and new residents will be January 1st • Develop the policy – include: <ol style="list-style-type: none"> 1. Where smoking is and is not allowed 2. Who the policy applies to (tenants, guests, staff, service persons) 3. Definition of smoking 4. Effective date(s) <ul style="list-style-type: none"> *The American Lung Association recommends: <ul style="list-style-type: none"> • A policy that makes all units in the building smokefree. • A policy that extends to outdoor areas, such as playgrounds and pools, as well as decks, balconies, patios, etc. • A 100% smokefree grounds policy! If this is not feasible, then the policy should specify a minimum distance of 25 feet from all structures on the property.
2 months out	<ul style="list-style-type: none"> • Review existing smokefree lease addendums (if available) and select language/addendum to use • Review sample enforcement plans (if available) and decide on a plan
45 days out	<ul style="list-style-type: none"> • Give residents notice* • Order signage/stickers • Post flyers announcing tenant meeting
1 month out	<ul style="list-style-type: none"> • Hold tenant meeting (Optional; now or two weeks out) <ul style="list-style-type: none"> ○ Property Manager to explain why they are going smokefree and explain lease addendum ○ Invite local public health organization to offer information for residents who would like to quit smoking ○ Residents have option to sign the new addendum at end of meeting (or by two weeks out in the office) • (Optional) Begin drafting press release with quotes from local public health organization(s)
Two weeks out	<ul style="list-style-type: none"> • Post signage at properties
“In Effect Day”	<ul style="list-style-type: none"> • New lease addendum in effect for current and new residents • (Optional) Press release out • Update advertising to include “smokefree building/property” amenity

* Most states require that landlords give at least 30 days notice; check your state’s landlord-tenant law for more information. Additional time gives residents a chance to get used to the change, making compliance easier.

Please note: This is a sample timeline, and is not intended to serve as a “one size fits all” recommendation. Property managers and owners are advised to follow a timeline that works best for their community.