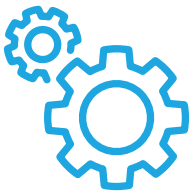


Steps for Implementing A Smoke-Free Housing Policy

FOR MULTI-UNIT HOUSING LANDLORDS

1

MAKE A PLAN



- Develop a detailed strategy for going smoke-free.
- Should all of your property be non-smoking, or only certain buildings?
- What is your time table?
- Think about important aspects of your new policy and get them on paper.
- Reach out to find various sample policies.
 - Include a comprehensive policy and a designated smoking area policy for consideration. Samples can be obtained by contacting OnlyAir@health.ok.gov.

2

HOLD A MEETING



- Clear, open communication will make the transition smoother. Get everyone together – employees, tenants and management.
- Explain your new policies, your reasons for making the change and how the new policy will benefit everyone.

3

COMMUNICATE WITH TENANTS



- Formally notify your tenants in writing.
- Tell them about the change, when it will take effect, and what the policy covers.
- Make sure you follow your state's guidelines for the amount of notice required to give tenants before the change.
 - In Oklahoma, you must give a 30 day notice before making a policy change that affects tenants.
- Offer cessation information from the Oklahoma Tobacco Helpline at 1-800-QUIT-NOW.

4

AMEND YOUR LEASES



- Update your leases to include language about the new smoke-free policy
- All new leases should include anti-smoking language.
- Month-to-month leases can be modified with appropriate notice.
- Existing leases can be changed with tenant consent.
- If existing tenants do not consent to the change, their leases can be modified as the lease term expires.

5

POST SIGNS



- Display signage throughout your property informing residents of the rules and your expectations.
- You can reach out to OnlyAir@health.ok.gov to request free indoor decals and obtain information on how to purchase metal outdoor signage.

6

PROMOTE YOUR SMOKE-FREE PROPERTY



- Advertise in local media to attract tenants who appreciate smoke-free housing.
- Consider reaching out to the American Lung Association to be featured in the Oklahoma Smoke-free Housing Directory. This is a free resource for you!