

**-- Smoke-Free Housing --**  
**Tips on Writing a Letter to a Landlord, Owner, or Management**

To begin the process of requesting a smoke-free policy a series of written communications is recommended. The first letter should have a friendly and helpful tone but also express any concerns about tobacco smoke infiltration into a unit. It may help to also include a letter from a physician, facts about secondhand smoke, why no-smoking policies are legal and other information. Visit [www.mysmokefreehousing.org](http://www.mysmokefreehousing.org) before beginning.

<b>Steps</b>	<b>Examples</b>
<p><b>Start on a positive note.</b> Landlords get a lot of complaints so start by explaining why you like your unit, the building, and any special services.</p>	<p>Dear _____,</p> <p>The _____ (name) apartment building is located very near my job, is affordable, has lot of storage space, and is well designed. Parking is convenient, the area is quiet, and the clubhouse helps me get some regular exercise. In short, I like living here.</p>
<p><b>What is the problem?</b> Explain the problem, but do not go into great detail yet. If others are affected, be sure to mention that too. Let them know you need their help. Keep the letter as factual as possible and avoid emotional statements.</p>	<p>However, as much as I like this apartment, I and other residents are experiencing serious health problems due to tobacco smoke seeping into our apartments from adjoining apartments. The situation has become intolerable and we need your assistance to resolve this problem.</p>
<p><b>What's in it for them?</b> Landlord surveys indicate that the costs of refurbishing a smoking apartment can be a huge incentive for making policy changes. Write about the benefits of a smoke-free policy and reassure them that they will not lose business. This fear is one of the reasons landlords permit smoking. You may want to provide a fact sheet or letter indicating that it is legal to prohibit smoking in a residential building, and information about surveys that have been done in other states or communities.</p>	<p>This building and the health of all residents could benefit from instituting a no-smoking policy because:</p> <ol style="list-style-type: none"> <li>1) You will likely attract and retain residents. In Colorado nearly 83% of all adults don't smoke, according to the Colorado Dept. of Public Health and Environment. Even greater percentages of older citizens don't smoke, including 85.8% of people 55-64 years old and 91.4% of people 65 and older. These statistics mean you should be able to attract plenty of non-smoking renters. In addition, hundreds of multi-unit residential buildings in Colorado are now smoke-free and the number is increasing monthly. Visit <a href="http://www.mysmokefreehousing.com">http://www.mysmokefreehousing.com</a> for the most up-to-date list.</li> <li>2) Market research conducted in Colorado and other states indicates that there is strong support for smoke-free policies. In addition, 81.3% of Colorado households reported having smoke-free home rules according to a 2005 Colorado State Tobacco Education and Prevention Partnership survey.</li> <li>3) A smoke-free building saves money by reducing the costs of cleaning and repairing carpets, fixtures, window treatments, priming and painting walls, and general maintenance. Lower insurance premiums are a possibility as well. <a href="#">Black Label Restoration</a> in Colorado Springs estimates that the average cost for an entire cleaning due to the damage caused by smoking in a two-bedroom, two-bathroom apartment can run \$9,500 to \$15,000.</li> <li>4) Enforcement is not a problem. According to the National Apartment Association, "Few owners experience backlash from residents after implementing and enforcing a no-smoking policy." In addition, more than 85% of adult smokers in Colorado would love to quit smoking, according to the Colorado Department of Public Health and Environment.</li> <li>5) <a href="#">Colorado's Clean Indoor Air Act</a> section 25-14-206 (1) allows landlords to make any part of their property non-smoking. Section 25-14-204 (p) &amp; (u) also requires that common areas to be smoke-free. Even project-based section 8 buildings may make a building non-smoking according to HUD.</li> </ol>
<p><b>Explain your health symptoms.</b> Let the landlord know how secondhand smoke affects you, when you first noticed it, and what your doctor has told you. Attach a letter from your physician.</p>	<p>Personally, the fumes from secondhand smoke give me headaches, cause nausea and dizziness, and aggravate my breathing and affect my weak heart. I began noticing the fumes shortly after a new resident moved into the unit directly below me in October. My doctor has prescribed some medications to reduce the pain, but has told me to avoid exposure to tobacco smoke because it is affecting my health. A letter from my doctor is attached.</p>

<b>Are other residents affected?</b> If you have contacted other residents, mention how it affects them. Some may not want their names mentioned, so check with them first.	Other residents are experiencing health problems as well due to tobacco smoke coming in their units. For instance, the man in unit 12 has chronic obstructive pulmonary disease (COPD), asthma, and has allergic reactions to tobacco smoke on the eye. The woman in unit 33 is nearly blind from macular degeneration — which tobacco smoke irritates severely.
<b>Propose a solution that benefits everyone.</b>	I/we understand your desire to be sensitive to the wishes and concerns of all residents who live here. Therefore, I (and several other residents) ask that you consider conducting a survey to determine resident attitudes toward tobacco smoke exposure, how many people smoke in their units, and the level of support for a smoke-free policy. You might also consider convening a meeting to discuss this issue.
<b>Ask for a response, and offer your assistance.</b>	Please let us know in writing how you plan to address this issue. If I can be of any assistance, please let me know. If you would like to review samples of materials that other housing units have used to survey residents and to institute smoke-free policies, I would be happy to provide that. The (name of the local health department), the Group to Alleviate Smoking Pollution (GASP of Colorado), and the American Lung Association of Colorado may be able to provide guidance, assistance, and educational materials.
<b>End on a positive note.</b>	Working together we can make this building a better place for us all!  I look forward to hearing from you.  Sincerely,
<b>Have others review the letter before you send it.</b> GASP of Colorado can and make suggested edits, but cannot provide any sort of legal advice.	
<b>Send copies to your local health department and other health groups.</b> Your letter may be taken more seriously.	At the bottom of the letter, indicate where copies are being sent. CC: The local health department Group to Alleviate Smoking Pollution (GASP of Colorado) The American Lung Association of Colorado
<b>Delivering the letter.</b> To obtain proof that you letter was received; use certified mail with a return receipt through the US Post Office.	
<b>Share the response.</b> To help us evaluate the effectiveness of these tips, send a copy of your response to GASP and your local health department. If the response is positive, be sure to thank the landlord either by phone or by mail. If there is no response within 30 days or if it is negative, then a second letter may be appropriate. Contact GASP for more information.	

Provided by GASP of Colorado  
(Group to Alleviate Smoking Pollution)  
2885 Aurora Ave Suite 37  
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303-444-9799 (phone)  
[www.gaspforair.org](http://www.gaspforair.org)

[www.mysmokefreehousing.org](http://www.mysmokefreehousing.org)

*All the smoke-free housing resources you need under one roof.*

***This fact sheet is provided as a public service and is not intended as legal advice.  
Please consult an attorney before implementing a smoke-free policy.***

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