

## Smoke-Free Housing Procedure

1. Units that are designated smoke-free will refrain from smoking or allowing smoking in any inside area of the home.
2. Housing employees and/or other residents may inform the Resident Services Department that smoking is being permitted in a unit designated smoke free.
3. The Resident Services Specialist will conduct a home visit to investigate the allegation.
4. During the home visit, the resident will be given a copy of the signed Smoke Free Housing Lease Addendum and the Lessee will be counseled on the obligations of living in a smoke-free rental unit.
5. The home visit will be noted in the Lessee's HDS tenant file and followed up with a letter from the RS Specialist that reiterates the discussion placed in the main tenant file.
6. If Housing Management receives (3) three or more complaints, a 30 day notice to quit will be issued to the Lessee.
7. The current court process will be followed.