



# Smoke-Free Policy Implementation Materials

## Order Form for MN Multi-Unit Housing Properties

(Please Fill Out BOTH Sides of Form!)

Quantity Requested:

### Secondhand Smoke & Cessation Information (resources for residents):

- Conclusions from the 2006 Surgeon General’s Report on the dangers of secondhand smoke... **Temporarily unavailable**
- Information on Minnesota’s free quit smoking programs.....

### Materials available to smoke-free Minnesota properties:

\*A copy of your smoke-free policy is required for all of the following materials.

**Check One**

#### Resident Reminders: “Welcome to Your Smoke-Free Home”

**\*One type of resident reminder per property (ie. shopping list OR keychain); one per unit**

- Magnetic shopping list\*.....
- Rubber keychain\* ..... **Temporarily unavailable**

#### Door/Window Clings: “Welcome to Our Smoke-Free Building”

- English Language Only.....
- English/Spanish Language.....
- English/Hmong Language.....

#### Lawn Sign: “Smoke-Free Apartments: Now Renting!”

- Send me metal stands for the signs  Do not send me sign stands

#### Interior Door Plaque: “For the health of all residents and guests, this building is 100% smoke free.”

#### Outdoor Building and Property Signs:

- “100% Smoke-Free Building” (covers all indoor areas).....
  - ‘100% Smoke Free Building’ includes Electronic Cigarettes\* .....
- “100 % Smoke-Free Property” (covers all indoor & outdoor areas).....
  - ‘100% Smoke Free Property’ includes Electronic Cigarettes\* .....
- “No Smoking Beyond this Point” (designates the perimeter of a smoke-free area).....

**\*‘Electronic cigarettes’ must specifically be mentioned in your policy to receive electronic cigarette signs.**



**Magnetic Notepad**  
▪ 3.5” x 6”



**Rubber Key Chain**



**Window/ Door Cling**  
▪ 4.5”x 6.5”



**Lawn Sign**  
▪ 18” x 24”  
▪ plastic  
▪ two-sided



**Interior Door Plaque**  
▪ 3.5” x 5”  
▪ metal  
▪ adhesive on back

#### Outdoor Signs

- 12” x 18”
- metal



## Provide the following information to receive your free materials:

*\*Note: these materials are only available for Minnesota properties; allow 2-3 weeks for delivery.*

### Shipping Information:

Name/Title: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Shipping City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Property Information:

**(Include the following information for each smoke-free property where signs will be posted)**

Property Name \_\_\_\_\_ Management Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ MN \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Web site \_\_\_\_\_

### Type of Building (check all that apply)

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Apartment   | <input type="checkbox"/> Senior Housing               |
| <input type="checkbox"/> Town Home   | <input type="checkbox"/> Market Rate                  |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Affordable/Section 8 Housing |
| <input type="checkbox"/> Co-Op       | <input type="checkbox"/> Other _____                  |

Total Number of Buildings: \_\_\_\_\_ Total Number of Units: \_\_\_\_\_ **Date Policy went into Effect:** \_\_\_\_\_

Number of Smoke-Free Buildings: \_\_\_\_\_ Number of Smoke-Free Units: \_\_\_\_\_

### Smoke-Free Policy Details (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Smoking Prohibited in All Units                     | <input type="checkbox"/> Smoking Prohibited in Entryways                   |
| <input type="checkbox"/> Smoking Prohibited in Some Units<br>(explain) _____ | <input type="checkbox"/> Smoking Prohibited on Entire Property             |
|  | <input type="checkbox"/> Electronic Cigarettes are prohibited in All Units |
|  | <input type="checkbox"/> Other _____                                       |
- Current Smokers Grandfathered Until \_\_\_\_\_ Number of Smokers Grandfathered \_\_\_\_\_

**\*To receive our signage, your smoke-free policy must cover at minimum, 100% of the indoor of the building.**

**To confirm that a property is smoke free, Live Smoke Free must receive a copy of the property's smoke-free policy before shipping your sign order.**

**Return form to:**  
Live Smoke Free  
2395 University Avenue W, Suite 310  
St. Paul, MN 55114-1512  
**Email:** info@mnsmokefreehousing.org  
**Phone:** (651) 646-3005  
**FAX:** (651) 646-0142

**\*Internal Use\***  
Date Signs Sent: \_\_\_\_\_ Filled  
by: \_\_\_\_\_  
Policy Received? \_\_\_\_\_  
Policy Scanned? \_\_\_\_\_  
Building in DB? \_\_\_\_\_  
Sign order in DB? \_\_\_\_\_

*\*Live Smoke Free reserves the right to limit an order based on the quantities of materials available.*

*\*To access this order form online, visit: <http://www.mnsmokefreehousing.org/landlords/links.html>*