



[Date]

[Manager Name and Address]

Dear [Manager],

I was recently contacted by one of your residents regarding secondhand smoke drifting into their unit. The resident lives at [Building Name] and is concerned because the smoke is harming their health and exacerbating a medical condition.

Live Smoke Free has been working with [Name of Management Company] for a few years and we know that you want to keep your tenants safe, healthy, and happy. I know that [Name of Management Company] has moved forward on adopting smoke-free policies in several buildings and I would encourage you to consider adopting a policy at [Building Name].

A few years ago, Live Smoke Free collaborated with the Center for Energy and Environment (CEE) on an extensive research project on the problem of secondhand smoke transfer in rental housing. It was found that secondhand smoke readily moves from the unit in which it is generated to other units. Generally, it moves up, but it can move horizontally or even down if conditions are right. Here are a few things you should know about secondhand smoke in rental housing:

- 1. Secondhand smoke is a known carcinogen.** Even short exposures can have serious consequences for those with heart and lung problems, especially in those who have heart disease. Consequently, as the legal research CEE commissioned indicates, building owners may be liable for allowing it in their buildings, just as they may be liable for asbestos, mold, or lead. Not addressing the smoke problem could set you up for legal problems or to suits under the Americans with Disability Act.
- 2. The U.S. Department of Housing and Urban Development (HUD) has stated that there is nothing in the law stating that apartment building managers cannot make their entire buildings smoke free.** The HUD field office in Minneapolis has made a similar ruling. Live Smoke Free has obtained a similar statement from the USDA Rural Development Agency.
- 3. You have an excellent opportunity to take advantage of a market that desires smoke-free housing.** The research shows is that there are very few smoke-free apartment buildings available and a substantial market for them that cuts across all demographic groups. Providing smoke-free buildings leads to:
 - Buildings that are healthier, especially for senior citizens and children
 - Buildings that are safer because fire dangers are reduced
 - Buildings where maintenance costs are reduced

- Buildings that hold their value because cigarette burns on counters, carpets, and other places are eliminated.

I would be happy to speak with you to discuss the benefits of going smoke free and the steps needed to make the transition. Live Smoke Free can help you from initial discussions and decision-making, all the way through to policy adoption. Once a building is smoke-free, we will list it for free on our online smoke-free apartment directory. We direct all inquiries for smoke-free rental housing to our web site at www.mnsmokefreehousing.org. We can also provide free signage and assist with promoting the smoke-free policy. **All of our services and materials are free of charge.**

Enclosed is information that we send to managers who are thinking of adopting a smoke-free policy. This information should give you an idea of the benefits and steps to adopting a policy for your building. Please call us at (651) 646-3005 or email us at the addresses below if you have any questions or if you would like to speak with us to discuss this issue further.

I hope you will take the necessary steps to protect your residents from the dangers of secondhand smoke exposure.

Thank you,

[Name, Title, and Email Address/Other Contact Information]