

SAMPLE VIOLATION WARNING LETTER

****The following warning letter can be used as a model to write your own letters to tenants who are violating the terms of your smoke- and vape-free policy. Please note that the letter is intended to be tailored according to the specifics of your smoke- and vape-free policy and the penalties associated with violating the contract.****

[Date]

Dear [Name of Resident],

We've been made aware that secondhand smoke or vape emissions have been drifting out of your home into common areas and/or others' homes [or **"Our staff has noticed a strong odor of cigarettes in your home."**]. I would like to remind you that, as stated in your lease agreement, [property name] has a smoke- and vape-free policy that states [insert non-smoking/vaping policy].

This decision is to protect the health of all tenants from the adverse effects of secondhand smoke or vape emissions, a known health hazard associated with lung cancer and heart disease. The decision was also made to promote safety in our building and for our tenants by reducing damage to units and risk of fire.

Tenants who violate the terms of their lease are subject to the penalties outlined in the lease agreement. If you violate the terms of the lease again, we may take appropriate action, including issuing a monetary fine or terminating your lease. [Include further details about your enforcement procedures of warnings, fines, etc.]

[If you have an outdoor designated smoking/vaping area, provide details on where it is and ask the tenant to smoke/vape only in the designated area(s).]

Thank you for your cooperation in this matter. Please don't hesitate to contact us at [insert contact information] if you have questions or concerns.

If you are interested in quitting smoking, vaping or other tobacco use, help is available through 802Quits, Vermont's tobacco treatment resource, at 802quits.org or **1-800-QUIT-NOW**. Vermonters 18 and older are eligible for free, evidence-based services, including tips and tools, phone counseling and text support, a personalized quit plan, and nicotine replacement therapy patches, gum and lozenges.

Sincerely,

[Name]

[Title]

[Company]