



Smoke-Free Housing

GET THE FACTS

How to Implement a Smoke-Free Policy

Are you thinking about implementing a smoke-free policy for your rental properties? If you're not sure how to get started, the following steps can help.

- 1. Make a Plan** – Decide exactly what your new policy will entail. Do you want to designate the entire property as smoke-free or just certain areas? When do you want your new policy to take effect? How do you plan on enforcing the policy? Knowing all of the details ahead of time will help make implementation easier.
- 2. Hold a Meeting** – An important step when implementing any change is to get buy-in from the people involved. Gather your employees and tenants for an informational meeting to explain why you've decided to go smoke-free and how the change will benefit them. Allow them an opportunity to voice their opinions about the change.
- 3. Inform Your Tenants** – You should formally notify your tenants in writing of the policy change. Be sure your notice includes important details such as when the new policy will take effect and what it will cover.
- 4. Amend Your Leases** – The language in your lease should be legally changed to include the new smoke-free policy. This way, the policy will be clear to new and renewing tenants.
- 5. Post Signs** – Remind tenants and inform visitors of the new policy by posting signs throughout the property.
- 6. Promote Your Smoke-Free Status** – Once your policy is in place, you can begin to advertise your new status. Be sure to mention your policy when posting vacancies to help attract new tenants who are interested in smoke-free living.



To learn more about
smoke-free policies and
to access free resources,
visit smokefree.ne.gov
or call 402-471-1807.

Change is in the air.