

Model Resident Notification Letter – Developed by [insert name here] Management, LLC.

(Date)

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To our valued residents:

Beginning \_\_\_\_\_, all NEW residents and residents renewing their current lease will be required to adhere to a newly adopted Smoking Restrictions.

CURRENT residents will be grandfathered in under existing rules, yet will be required to adhere to the policy beginning \_\_\_\_\_, except for those residents who are on a lease which expires later than that date. That lease will be honored and this policy will become effective at the lease expiration date.

The policy outlines the following: No person may smoke in common areas including the courtyard, balconies, parking area and decks, in apartment units or within 25 feet of any building associated with the property. Please make visitors aware of this policy as well.

Please read the attached Smoking Restrictions Lease Addendum thoroughly. ALL community residents who do not have a lease expiring after \_\_\_\_\_ are required to sign this addendum and return it to the leasing office by \_\_\_\_\_.

Thank you for your cooperation in this matter. Should you have any questions regarding this policy, please contact the management office.

Sincerely,

Your Management Team