



## Sample Violation Warning Letter

*Date*

Dear *(name of resident)*,

It has been brought to our attention that secondhand smoke has been drifting out of your apartment into common areas and/or others' apartments (OR staff noticed a strong odor of cigarettes in your unit). I would like to remind you that, as stated in your lease agreement, *(property name)* has a smoke-free policy that states that tenant(s), members of tenants' households and visitors will not smoke anywhere on this property. This decision was made to protect the health of all tenants from the adverse effects of secondhand smoke. The decision was also made to protect our buildings from damage and to reduce risk of fire.

If you violate the terms of the lease again, we may take appropriate action outlined in the lease agreement.

- a.** The first violation shall result in a verbal warning and reminder of the smoke-free policy and provision of smoking cessation resources and materials.
- b.** The second violation shall result in a verbal warning and provision of smoking cessation resources and materials.
- c.** The third violation shall result in a written warning and provision of smoking cessation resources and materials.
- d.** The fourth violation shall result in a 10-day notice to vacate with an option to remedy/cure and provision of smoking cessation resources and materials.
- e.** The fifth violation may result in a 10-day notice to vacate without the option to remedy or cure.

(If you have an outdoor designated smoking area, provide details on where it is and ask the tenant to smoke 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, help is available through Missouri Tobacco Quit Services (1-800-QUIT-NOW (784-8669) or [YouCanQuit.org](http://YouCanQuit.org)). Free services are available 24/7 and include counseling, a personalized quit plan, local quitting resources, nicotine replacement therapy and quit kits.

Sincerely,

*Name*

*Title*

*Company*