Your Logo

HERE

**Property Management**

111 Main Street

Anytown, USA

(585) 555-6101

FAX (585) 555-8601

May 2, 2013

Dear Resident:

The Rochester Housing Authority and RHA Board of Commissioners have approved a new policy which will make all RHA properties SMOKE-FREE and will become effective OCTOBER 1, 2013. The Department of Housing and Urban Development has been strongly recommending Housing Authorities adopt these policies for the Health and Safety of all our residents as well as protecting our property.

Smoke-free housing will eliminate secondhand smoke, will improve indoor air quality, will decrease maintenance costs, will help prevent fires due to careless smoking, and will help protect all of our residents.

All properties will have areas where smoking is allowed (outside the buildings/apartments and within a specified distance from common entryways). We are attempting to make these locations as convenient as possible, yet in a location that will not affect nonsmokers. These locations are subject to change.

Please review the Smoke-free Policy and Lease addendum. RHA has been working with many agencies to assist us and our residents with our Smoke-free policy and there are many resources available to assist any resident in smoking cessation programs. (Want to quit, there is HELP)

If you have any questions or need any additional information regarding this policy or assistance in quitting smoking, please contact your management office. All lease addendums must be signed and returned on or before August 1, 2013.

Best regards,

Sandra Whitney, PHM

Director of Public Housing

Attachements: Smoke-free housing policy and lease addendum

Smoking Cessation programs/assistance:

American Lung Association : 1-800-548-8252, 1-585-442-4260

NYS Smoker’s Quitling: 1--866-NY-QUITS [www.nysmokefree.com](http://www.nysmokefree.com)

American Cancer Society : 1-800-227-2345