

Sample Resident Letter and Secondhand Smoke Survey for Use by Common Interest Communities

[Date]

Dear Residents:

We are pleased that you have chosen to reside at [name of building/property]. The [name of management company or building/property] have been studying changes that are occurring in condominiums, townhomes, and cooperatives. Many communities are deciding to regulate the use of tobacco products within their properties.

Properties are adopting smoke-free policies for a number of reasons. Secondhand smoke is a health hazard, especially for children, the elderly, and persons with chronic illnesses, for which there is no safe exposure. (Source: U.S. Surgeon General, 2006). In addition, smoking materials are the leading cause of fire deaths in Minnesota. (Source: MN Fire Marshal).

To ensure the health and safety of all persons living here, we are considering adopting a smoke-free policy for our building and individual units. We would like to hear from you! Let us know what you think about having rules about tobacco use in the building and on the grounds. Please fill out the short survey below and return it to [name of office, etc.].

Sincerely,

[Manager's/Board member's name]

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Do you smoke in your unit?

- Yes, I smoke in my unit
- No, I do not smoke or allow others to smoke in my unit

Can you smell smoke in your unit?

- Yes, I can smell secondhand smoke coming into my unit from another unit
- The smoke smell bothers me/The smoke smell makes me ill
- No, I cannot smell secondhand smoke coming into my unit from another unit

Would you like to live in a smoke-free building?

- Yes, I would like our building to be smoke free; including the units
- No, I would like our building to continue to allow smoking in the units
- I have no preference
- Building name: _____

Comments:

Optional Information:

Name: _____ Unit #: _____ Phone: _____