



Clean Air Because We Care

Smoke – Free Arizona

Managers Conversion Kit

Arizona Smoke-Free
LIVING

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Introduction

Welcome to becoming a smoke-free community!

We are excited that you have begun the journey to bring the benefits of smoke-free living to your community. Beginning 2015, the Arizona Multihousing Association (AMA) has committed your community to becoming the leaders in the company to launch this new program. What you accomplish now will set the standards for what may become the largest conversion in AMA history. Congratulations on your journey!

Why convert to smoke-free living?

65% of the air in an apartment home is shared! Second hand smoke is known to cause numerous health issues in people and animals alike. According to statistics, over 40% of renters in Arizona would pay more to live in a smoke-free community while 7 in 10 Maricopa County residents do not smoke (page 3; Smoke Free Housing, The Basics).

What happens next?

As you read through this Clean Air – Because We Care Conversion Kit, take notes for discussion. Now it is time to ask any questions you may have to better lead you through the conversion process. It will be very important that you meet all deadlines through the path to becoming smoke-free while ensuring all proper and required communication efforts have been made with your residents.

What works for your community: Strive for Silver, Gold or Diamond?

Silver Level communities will offer designated smoking area(s) within the community, in accordance with distance restrictions outlined in this kit. All other area, including homes and common areas, will be smoke free.

Gold Level communities will be 100% smoke-free, prohibiting smoking anywhere on the premises, including balconies, patios, inside each home, in parking lots, inside cars and anywhere in or around common areas such as pools, offices, and mailboxes. Once entering your community, smoking of any type, including vapor and/or E-type mechanisms are prohibited.

Diamond Level brand new build communities open up 100% smoke-free, prohibiting smoking anywhere on the premises, including balconies, patios, inside each home, in parking lots, inside cars and anywhere in or around common areas such as pools, offices, and mailboxes. Once entering your community, smoking of any type, including vapor and/or E-type mechanisms are prohibited.

What will this accomplish?

- Create a healthier living environment
- Reduce turnover costs
- Prevent smoking related fires
- Reduce insurance premiums; for owners and residents alike
- Meet the demand for smoke-free living

Clean Air – Because We Care; Action Plan

Date set for Official Conversion: _____

90-days prior to Conversion

Lead	Task
Regional Manager	<ul style="list-style-type: none"> • Read Clean Air – Because We Care Conversion Tool Kit. • Notify community teams of upcoming conversion. Meet with the teams in a fun filled kick-off meeting to help with any questions or concerns the team may have. Familiarize yourself with the AMA program and resources available to you through the Arizona Multihousing Association. • Decision: <u>Silver</u>, <u>Gold</u> or <u>Diamond Level</u>?
Community Manager	<ul style="list-style-type: none"> • Read Clean Air – Because We Care Conversion Tool Kit. • If implementing <u>Silver Level</u>, work with Regional Supervisor to determine location of “Smoking Area(s)” within community. • Review your pending move ins, reach out to these future residents to notify them and explain the benefits of this new program. • Shop your market; what other communities offer smoke free living? • Gather team and discuss selling ideas for the community; see Selling Change in this kit. • Notify all team members, vendors and patrol that smoking within the community is now prohibited (Silver, restricted to designated areas only). • Determine locations and signage needs – The AMA with the help of Signworx has customizable signage packages available for purchase. Contact Sharon Hosfeld, AMA Manager of Community Outreach for more details at (602) 296-6212. Place order for quantities determined (while supplies last).
FF Marketing Department	<ul style="list-style-type: none"> • Create HTML to be utilized in email blasts. • Add tools for social media marketing. • Create tools to be reflected on media materials.

Clean Air – Because We Care; Action Plan

60-days prior to Conversion for Gold and Silver Levels, all new leases will contain the smoke free lease addendum

Lead	Task
Community Manager and Team	<ul style="list-style-type: none">• Resident Notification: Distribute the “Clean Air – Because We Care Notification” via hard copy and email distribution to all residents; <u>Gold Level</u>, see Exhibit A. <u>Silver Level</u>, a site map with designated smoking area(s) will accompany distribution; see Exhibit B.• Prospect Marketing and Notification: Begin Marketing Clean – Air Because We Care by telling prospects that the community is converting to a Smoke Free community and a smoke free addendum will be included in their rental agreement.• From this point forward, ALL new leases and renewals will include the smoke free lease addendum. Ensure your NAA Click and Lease is updated to include this addendum automatically. Addendum must also prohibit Electronic Smoking Devices and <u>Silver Level</u> will also notate the designated smoking area(s).• All residents and prospects will need to understand that it will take up to a year to fully convert to a smoke free community through the renewal process. However, all common areas will be smoke free in 60-days. <u>Silver Level</u>; Designated smoking areas will be ready.• At this time, you should have received all of your smoke free signage. The AMA has customizable signage packages available for purchase through Signworx. See Clean Air – Because We Care marketing kit. Contact Sharon Hosfeld, AMA’s Manager of Community Outreach at (602) 296-6412.• Contact your Marketing to ensure that the smoke free logos and language are added to all marketing sources; handouts, websites, social media sites and any other means of outreach; including Weblisters template and L2L and Level One policies.• Provide call center with smoke free information and selling change.

Clean Air – Because We Care; Action Plan

30-days prior to Conversion on Gold and Silver Levels, all new leases and renewal leases will contain the smoke free addendum. On Diamond Level, residents will sign the smoke-free addendum when they sign their lease agreement.

Lead	Task
Community Manager and Team	<ul style="list-style-type: none"> • Resident Reminder Notification: As a friendly reminder to residents, send a follow up email blast as a reminder that in 30-days: • <u>Gold Level:</u> all common areas of the community will be smoke free and no smoking will be allowed outside of the private dwelling (including patios) and that all new leases and renewal leases will contain the smoke free addendum, restricting smoking anywhere with the community, including apartment homes. 30-day change of terms to be distributed; Exhibit E. • <u>Silver Level:</u> all common areas of the community will be smoke free and no smoking will be allowed only in designated smoking area and that all new leases and renewal leases will contain the smoke free addendum, restricting smoking to designated smoking areas only, including apartment homes. 30-day change of terms to be distributed; Exhibit F. • Vendor Notification: Send notification to vendors so they are aware of this policy and can properly inform any employees working in the community; <u>Gold Level</u> see Exhibit C, <u>Silver Level</u> see Exhibit D. On <u>Diamond Level</u>, when contracting a vendor from the start let them know that you have opened up smoke-free so they are aware of your policy. • Ensure all Clean Air – Because We Care marketing materials are in place and all signage has been received and is ready to be installed around the community.
Risk Management Department	<ul style="list-style-type: none"> • Notify Insurance carrier of Clean Air – Because We Care program and action plan.

Clean Air – Because We Care; Action Plan

Official Day of Conversion for Gold and Silver Levels

Lead	Task
Community Manager and Team	<ul style="list-style-type: none">• Congratulations your community is now on the path to becoming smoke free! Remember, it will take up to a year to be 100% smoke free but, Clean Air – Because We Care!• Display and install all Smoke Free signage.• Send out reminder email blast to residents.• Post announcements via all marketing sources such as email blast and social media sites.• Remove ALL smoking paraphernalia from the community, such as ashtrays, etc...
FF Marketing Department	<ul style="list-style-type: none">• Add all logos and smoke free notations to all marketing sources and ads, social media ads and print materials
Risk Management Department	<ul style="list-style-type: none">• Update Insurance carrier of implementation of plan. They may offer you a discounted rate

Selling Change

Your community is taking lead in the market, changing to a smoke free community because that is what people want. The market demand for living in a Clean Air Environment is quickly outpacing supply and we strive to meet the needs of our customers.

Below are several benefits to living at a smoke free community. Please share these wonderful points with our customers.

- We are proud to offer a smoke free environment to our customers. Everyone is entitled to clean air and we all must **Breathe Easy**. Everyone benefits from breathing clean air, especially in your home where you and your family live and breathe every day. Becoming smoke free is the only way to ensure good ventilation, as air moves, it does move between homes, not allowing smoking is the only way to avoid secondhand smoke from traveling from home to home.
- Converting to smoke free, this means that no smoking will be allowed anywhere in the community. This includes all common area, parking areas, inside cars, on patios and balconies and inside each apartment home. Although it will take up to one year for complete conversion to no-smoking inside the individual apartments, after this year, we will be 100% smoke free.
- Converting to smoke free, this means that no smoking will be allowed anywhere in the community. This includes all common area, parking areas, inside cars, on patios and balconies and inside each apartment home. Although it will take up to one year for complete conversion to no-smoking inside the individual apartments, after this first year, we will be 100% smoke free.
- Your apartments will be free from secondhand smoke which can permeate carpeting, drywall, paint and personal belongings.
- Our residents and their pets can enjoy smoke free air to breathe, anywhere in the community.
- Our residents will be less susceptible to and will have lower risks of developing asthma, pneumonia, bronchitis and other medical concerns as determined by the Surgeon general. Exposure to smoke and secondhand smoke can be harmful. There are no known safe levels of exposure.
- Living in a smoke free community reduces the risk of incidents, such as fire, that could be potentially dangerous to our residents. Residents may also benefit from reduced renter's insurance costs by living in a smoke free community. Please reach out to our insurance carrier for specific details and/or incentives they may offer.

Renewal Conversion – Residents who currently smoke

You may have residents who currently live at your community who smoke. When their lease is expiring, although the smoke free policy has been instilled in common areas, they may not understand that they can no longer smoke in their home under the new smoke free lease addendum.

You will want to ensure them that they are a valued resident and we wish for their continued residency, however they will need to abide by the smoke free policy. Be empathetic and review the points in Selling Change. Explain that "Our decision to embrace this no smoking policy is based upon feedback from our customers and their neighbors. We are not asking you to move, we only ask that you support this change and agree to our smoke free policy.

Enforcement

The community will take a strict stance on enforcement of the smoke free policy. Violations of the smoke free policy will result in eviction. No exceptions will be made for violations to the rental agreement and the smoke free addendum. Violations to the smoke free policy are of serious nature and affect the well-being of others. Smoking poses risks to the community such as:

- Potential of fire
- Creates possible medical risks to others
- Cause damage to the community

Violations will need to be addressed with our local attorney to ensure that proper Notice to Cure has been served. Management must ensure that all proper legal procedures have been followed.

Confirming Violations

When violations are reported, a team member must be witness to the violation or written notice from at least two people should be obtained. It is always referred that one witness be a team member, however that may not be required. Courtesy Patrol should also report and document any violations found during their site visits. Seek guidance from your local attorney.

Ways to detect possible violations:

- Observing evidence of smoking on or around patio/balconies; such as cigarette butts
- Two different residents filing complaints about the same unit
- Smoking odors coming from a unit or found during routine inspections or when completing work orders

Employees, Guests and Vendors

Employees have been advised of the new policy and are expected to follow these same rules and regulations set forth for residents, vendors and guests.

Residents are responsible for their guests and all occupants. Follow all procedures as if the resident were smoking.

Vendors should have been notified of this new policy. If needed, contact the office of the vendor and request that this employee be removed from duty for your community; see Exhibits C and D.

Marketing Change

All marketing pieces should be determined with your Regional Supervisor in the first 90-days. This will allow time for design changes, production and delivery. All signage should be posted by the 60-day point.

60-days prior to Conversion for Gold and Silver Levels – Items to be displayed:

- Desktop displays
- Lobby Banner Stand
- Window Clings at each entry point to common areas
- Silver Level maps available with Designated Smoking Area(s) notated

Official Day of Conversion – Items to be displayed:

- Desktop displays
- Lobby Banner Stand
- Window Clings at each entry point to common areas
- Signage displayed at each exterior common area amenity, such as:
 - Playground/Tot Lot
 - Tennis/Volleyball Courts
 - Sports Courts
 - Dog/Bark Park
 - Barbecue Areas
- Signage displayed at entry points for interior amenities, such as:
 - Fitness Center
 - Business Center
 - Clubhouse
 - Offices
 - Maintenance Shop/Office
 - Sports Courts

12-Month Celebration – Breathe Easy Campaign Kick Off

Now that we've made the change, it's time to celebrate. Let's kick off a new campaign, celebrating with our new residents and prospects! We will celebrate the end of Change and now promote:

Breathe Easy

live • breathe • clean air

All previously used marketing materials, signage, and information packages will now reflect this new brand moving forward as you continue to live and breathe clean air.

Employee FAQ's for Change

These FAQ's are derived from the AMA smoke free facility policy guide

Q: Does a smoke-free initiative illegally and unfairly discriminate against smokers?

A: Smokers are not a legally protected group. If the initiative is enforced fairly and is not used to selectively eliminate a protected minority, the initiative is valid and legal. Also, a smoke-free rule does not mean we will not rent to smokers; however, smokers would have to smoke away from the building or off community property, which many smokers already choose not to smoke in their homes.

Q: Is smoking a disability and can a smoker request a Reasonable Accommodation allowing them to smoke in their unit?

A: Smoking is an addiction that can cause death and disease, but it has not been considered a disability under the Americans with Disabilities Act (ADA). No federal or state court has ever ruled that smoking is a "disability under the meaning of the ADA. Smoking is a behavior that remedial, in other words, a smoker can quit. Because smoking is not a disability, smokers are not qualified under the ADA or the Fair Housing Act to ask for an accommodation based on their smoking. Smoking tobacco products is not an acceptable way to treat or medicate any health conditions, including mental illness. It is much more likely that requests for reasonable accommodations will be made by non-smokers with medical conditions that are worsened by secondhand smoke. Non-smokers may have legal protection from exposure to secondhand smoke under the Americans with Disabilities Act and the Fair Housing Act.

Q: How can staff enforce a smoke-free initiative?

A: Enforcing a smoke-free initiative will need a combination of education, communication and a provision of tools for enforcement.

- The residents and staff can be provided with the information about the dangers of secondhand smoke.
- Resident meetings should be conducted with resources to quit be made available. The AMA may have resources available for you.
- Residents and applicants will be notified well in advance that there will be a smoke-free provision added to the house rules.
- Signs will be posted throughout the building and property notifying residents, their guests, and vendors of the smoke-free initiative.
- Warning notices, counseling and legal action will be initiated for failure to follow the smoke-free initiative just as for not following any other house rules. We will provide you with the enforcement procedure and the appropriate warning and lease violation notices.
- Site Staff will do regular property and unit inspections to ensure the smoke-free initiative is being enforced.

Q: Will staff really be expected to evict someone who is smoking?

A: Yes. Warning notices, counseling, and legal action will be initiated for failing to follow the smoke-free initiative just as they are for not following any other house rule.

Exhibit A

Clean Air – Because We Care Notification – Gold Level

This notice will be distributed to ALL **residents** when they sign their lease agreement.

Clean Air – Because We Care - AMA Toolkit

Date ____/____/____

RE: Smoke Free Living, Clean Air – Because We Care

Dear Residents of **<Insert community name here>**,

We are pleased to announce that Clean Air – Because We Care is now at **<Insert community name here>**. **<Insert community name here>** is taking the initial steps to provide a healthier living environment for all of our residents and guests.

Commencing on **<insert conversion date here>**, **<Insert community name here>** will begin the transition to becoming completely smoke free. On this date, smoking will not be permitted in public area, anywhere on the premises. This policy will extend to parking lots, common areas; such as leasing office, laundry room, fitness center, activity centers and clubhouse, and within all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

Though we are initiating the smoke free policy now at our community, it will take a year to complete the full transition. As all residents renew their leases, they will be required to sign the Smoke Free Lease Addendum. As a result, the no-smoking policy that prohibits smoking inside the individual's apartment home will not be fully instilled for one year from the aforementioned commencement date.

It is our goal to make our community entirely smoke free. Any residents or their guests who violate the smoke free policies will be in violation of their lease and subject to the default terms of the lease. However, because of our ability to monitor and enforce the terms of the no-smoking policy is dependent on full cooperation, we cannot guarantee that the community will be absolutely and fully free from smoke and secondhand smoke.

We are fully committed to providing our residents with a smoke free living environment and hope that you embrace this change and continue to call **<Insert community name here>** home. Please feel free to contact any of our team if you have any questions regarding this change.

Sincerely,

<community manager name>

Community Manager

Exhibit B

Clean Air – Because We Care Notification – Silver Level

This notice will be distributed to ALL **residents** at the 60-day mark

Clean Air – Because We Care - AMA Toolkit

Date: ____/____/____

RE: Smoke Free Living, Clean Air – Because We Care

Dear Residents of **<Insert community name here>**,

We are pleased to announce that Clean Air – Because We Care is now at **<Insert community name here>**. **<Insert community name here>** is taking the initial steps to provide a healthier living environment for all of our residents and guests.

Commencing on **<insert conversion date here>**, **<Insert community name here>** will begin the transition to becoming smoke free. On this date, smoking will not be permitted in public areas. Smoking will be allowed **ONLY IN DESIGNATED SMOKING** areas. This policy will extend to parking lots, community amenities and within 20-feet of entrances, open windows, ventilations systems of enclosed common areas; such as leasing offices, laundry room, fitness center, activity centers and clubhouse, and within all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

Though we are initiating the smoke free policy now at our community, it will take a year to complete the full transition. As all residents renew their leases, they will be required to sign the Smoke Free Lease Addendum. As a result, the no-smoking policy that prohibits smoking inside the individual's apartment home will not be fully instilled for one year from the aforementioned commencement date.

It is our goal to make our community entirely smoke free. Any residents or their guests who violate the smoke free policies will be in violation of their lease and subject to the default terms of the lease. However, because of our ability to monitor and enforce the terms of the no-smoking policy is dependent on full cooperation, we cannot guarantee that the community will be absolutely and fully free from smoke and secondhand smoke.

We are fully committed to providing our residents with a smoke free living environment and hope that you embrace this change and continue to call **<Insert community name here>** home. Please feel free to contact any of our team if you have any questions regarding this change.

Sincerely,

<community manager name>

Community Manager

Exhibit C

Clean Air – Because We Care Notification – Gold Level

This notice will be distributed to ALL on-site **vendors** at the 30-day mark

Clean Air – Because We Care - AMA Toolkit

Date: ____/____/____

RE: Smoke Free Living, Clean Air – Because We Care

Dear Residents of **<Insert community name here>**,

We are pleased to announce that Clean Air – Because We Care is now at **<Insert community name here>**. **<Insert community name here>** is taking the initial steps to provide a healthier living environment for all of our residents and guests.

Effective Immediately, a non-smoking policy is in effect for all of our business partners throughout the entire premises of our community. Smoking will not be permitted in public areas or anywhere on the premises. This policy will extend to parking lots and common areas, such as leasing office, laundry room, fitness center, activity centers and clubhouse, and within all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

Please share this notice with all of your current and future team members that will be conducting business on our premise.

We are fully committed to providing our residents with a smoke free living environment and hope that you embrace this change and continue to call **<Insert community name here>** home. Please feel free to contact any of our team if you have any questions regarding this change.

Sincerely,

<community manager name>
Community Manager

Exhibit D

Clean Air – Because We Care Notification – Silver Level

This notice will be distributed to ALL on-site **vendors** at the 30-day mark

Clean Air – Because We Care - AMA Toolkit

Date: ___/___/___

RE: Smoke Free Living, Clean Air – Because We Care

Dear Residents of **<Insert community name here>**,

We are pleased to announce that Clean Air – Because We Care is now at **<Insert community name here>**. **<Insert community name here>** is taking the initial steps to provide a healthier living environment for all of our residents and guests.

Effective Immediately, a non-smoking policy is in effect for all of our business partners throughout the entire premises of our community. Smoking will be allowed **ONLY IN DESIGNATED SMOKING** areas. This policy will extend to parking lots, community amenities and within 20-feet of entrances, open windows, ventilation systems of enclosed common areas; such as leasing office, laundry room, fitness center, activity centers and clubhouse, and within all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

Please share this notice with all of your current and future team members that will be conducting business on our premise.

We are fully committed to providing our residents with a smoke free living environment and hope that you embrace this change and continue to support our charge. Please feel free to contact any of our team if you have any questions regarding this change.

Sincerely,

<community manager name>

Community Manager

Exhibit E

Clean Air – Because We Care Notification – Gold Level

Legal Notice; 30-day change of Terms

This notice will be distributed to ALL **residents** at the 30-day mark

THIRTY DAY NOTICE OF ADOPTION OF NEW RULES OR REGULATIONS

To: All Residents
And/or All Occupants of:
<Insert community name here>
<street address>
<city, AZ zip>

PURSUANT TO ARIZONA REVISED STATUTES SECTION 33-1342, your rental agreement with your Landlord for the premises above will be modified to include the following terms:

Smoking will not be permitted in public areas, anywhere on the premises. This policy will extend to parking lots, common areas; such as leasing office, laundry room, fitness center, activity centers and clubhouse, and within and near all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

The above change is not a substantial modification of your rental agreement and the purpose of the adoption of this new rule or regulation is to promote the convenience, safety or welfare of the tenants in the premises, preserve the landlord's property from abusive use or make a fair distribution of services and facilities held out for the tenants generally.

This change shall take effect on the _____ day of _____, 20____, which is at least 30 days from the date of this notice. If you have any questions or concerns, please contact the management.

Date: _____

By: _____

() Hand Delivered this ___ day of _____, 20____.

() Certified Mail this ___ day of _____, 20____.

Exhibit F

Clean Air – Because We Care Notification – Silver Level

Legal Notice; 30-day change of Terms

This notice will be distributed to ALL **residents** at the 30-day mark

THIRTY DAY NOTICE OF ADOPTION OF NEW RULES OR REGULATIONS

To: All Residents
And/or All Occupants of:
<Insert community name here>
<street address>
<city, AZ zip>

PURSUANT TO ARIZONA REVISED STATUTES SECTION 33-1342, your rental agreement with your Landlord for the premises above will be modified to include the following terms:

Smoking will not be permitted in public areas, anywhere on the premises. This policy will extend to parking lots, community amenities and within 20-feet of entrances, open windows, ventilations systems of enclosed common areas; such as leasing office, laundry room, fitness center, activity centers and clubhouse, and within and near all public common amenities such as swimming pools, spas, tennis courts, tot lots and dog parks.

The above change is not a substantial modification of your rental agreement and the purpose of the adoption of this new rule or regulation is to promote the convenience, safety or welfare of the tenants in the premises, preserve the landlord's property from abusive use or make a fair distribution of services and facilities held out for the tenants generally.

This change shall take effect on the _____ day of _____, 20____, which is at least 30 days from the date of this notice. If you have any questions or concerns, please contact the management.

Date: _____

By: _____

() Hand Delivered this ___ day of _____, 20____.

() Certified Mail this ___ day of _____, 20____.

Arizona Smoke-Free LIVING

Letter of Intent for Smoke Free Living
Between
Arizona Multihousing Association
And
Property Management Company Name

This document is intended to confirm [Property Management Company Name]'s intention to work with Arizona Multihousing Association to adopt a smoke-free policy at the property or properties named below:

1. <Apartment Name> - < Street, City, ST Zip> Unit Count

[Property Management Company Name] agrees to work closely with the Arizona Multihousing Association and their community partners on activities that may include communicating with residents, determining what level of smoke-free policy most fits the property/properties, revising lease addenda or house rules, and other steps that will lead to the creation of smoke-free living.

Arizona Multihousing Association agrees to provide support and services that may include one-on-one coaching for the property manager and other representatives of [Property Management Company Name], access to sample documents such as lease addenda, site visits to consult on signage placement. Provide ASHLine resource contact information for residents.

[Property Management Company Name], Arizona Multihousing Association agree to exercise their best efforts to fulfill the spirit and purpose of this letter of intent.

Gold/Silver Level: Anticipated policy adoption date (when residents will start to sign the smoke-free policy): _____

Gold/Silver Level: Anticipated implementation date (when the smoke-free policy will be in full effect): _____

Diamond Level: Anticipated open date for brand new build (when the smoke-free policy will be in full effect (open date): _____

Name: _____ Title: _____

Signature: _____ Date: _____



Letter of Intent Process

1. Complete the Letter of Intent for Diamond, Gold and Silver Levels AND a copy of your policy (lease, lease addendum or house rules) as proof of your written smoke-free policy; then email OR fax to the AMA (602) 296-6178; OR mail to 818 N. 1st St. Phoenix, AZ 85004 – Attention AMA Community Outreach

Arizona Multihousing Association will process your Letter of Intent and review your policy. Note that the policy must fall into one of the categories as described on the following page. An AMA team member will be in contact to verify the property's smoke-free policy and to finalize the process. This may include, but is not limited to, a site visit, phone screen and requests for additional information.

Smoke-Free Policy Categories

Diamond and Gold Standard Policies

Smoking*, including the use of electronic smoking devices, is prohibited on the entire property, including, but not limited to, individual apartment units, balconies, patios, parking lots, both private and work vehicles on the property, swimming pool area(s), and all other common areas. All residents, guests, property management staff, and outside vendors must abide by this policy at all times and, if they choose to some, must do so off premises.

Silver Standard Policy

Smoking*, including the use of electronic smoking devices, is prohibited on the entire property except in a designated outdoor smoking area. Prohibited areas include, but are not limited to, individual apartment units, balconies, patios, parking lots, both private and work vehicles on the property, swimming pool area(s), and all other common areas. All residents, guests, property management staff, and outside vendors must abide by this policy at all times and may only smoke in the designated outdoor smoking area in compliance with the Smoke-Free Arizona Act**.

Other Smoke-Free Policy

The policy does not fully meet the Diamond, Gold or Silver Standard, but sets rules around smoking. The policy applies to some or all apartment units/buildings in the apartment community.

For assistance with improving a current smoke-free housing policy, please contact Sharon Hosfeld, AMA Manager of Community Outreach at (602) 296-6214 or shosfeld@azmultihousing.org. Assistance is available free of charge.

**"Smoking" means the gases, particles, or vapors released into the air as the result of heating, combustion, electrical ignition or vaporization, when the apparent or usual purpose of the heating, combustion, electrical ignition or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term "smoke" includes, but is not limited to, electronic cigarettes, electronic hookahs, and other similar devices. "Electronic Cigarette" does not include any product specifically approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product that is being marketed and sold solely for the approved purpose.

**Smoke-Free Arizona Act (A.R.S. § 36-601.01) requires the common areas of multi-family housing to be smoke-free. Smoking is prohibited inside and within 20 feet of entrances, open windows, and ventilation systems of enclosed common areas of multi-family housing such as the main office, laundry room, fitness center, or clubhouse. For more information or assistance, contact Sharon Hosfeld, AMA Manager of Community Outreach at (602) 296-6214 or shosfeld@azmultihousing.org.

Congratulations

*You have successfully become a
Smoke-Free Community.*

As you continue on the path of a smoke-free community, there are many resources available to you should you need additional support or encouragement.

Arizona Multihousing Association

Sharon M Hosfeld
Manager of Community Outreach
818 N 1st Street
Phoenix, AZ 85004
(602) 296-6214
shosfeld@azmultihousing.org

Sign Worx & Promotional Worx

Custom Signs and Promotional Products
2727 West Baseline Road, STE 17
Tempe, AZ 85283
(602) 268-1875
(877) 556-1875
www.signworxonline.com
www.promotionalworxonline.com