



# FAA SMOKE-FREE MULTIFAMILY HOUSING CERTIFICATION DOCUMENT CHECKLIST

To apply for the Florida Apartment Association Smoke-Free Certification, submit copies of documentation that supports your smoke-free policy. Unless marked otherwise, all documents included below are required. Use this form as a checklist to ensure your application is complete, and be sure to highlight relevant portions of your documents to expedite the application process.

- Copy of LEASE and/or CONTRACT prohibiting RESIDENTS AND GUESTS from smoking (check box next to appropriate level):**
- In apartment units AND in any and all indoor amenities (BLUE certification)
  - In apartment units AND in any and all indoor amenities AND outdoors within 25 feet of all buildings and amenities (SILVER certification)
  - Anywhere in the community, including in apartment units AND in any and all indoor amenities AND anywhere outdoors including any and all outdoor amenities (GOLD certification)

Document(s) must:

- Contain a statement that prohibits residents and guests from smoking in areas designated by the level of certification you are seeking.
- Contain a statement that violation of this policy includes potential lease termination.
- Be typed and printed as an official document (e.g., on company letterhead).
- Use language that is free of spelling and grammatical errors.

**Copy of POLICY prohibiting EMPLOYEES from smoking (check box next to appropriate level):**

- In apartment units AND in any and all indoor amenities (BLUE certification)
- In apartment units AND in any and all indoor amenities AND outdoors within 25 feet of all buildings and amenities (SILVER certification)
- Anywhere in the community, including in apartment units AND in any and all indoor amenities AND anywhere outdoors including any and all outdoor amenities (GOLD certification)

Document(s) must:

- Contain a statement that prohibits employees from smoking in areas designated by the level of certification you are seeking.
- Contain a statement that violation of this policy includes potential contract termination.
- Be typed and printed as an official document (e.g., company letterhead).
- Use language that is free of spelling and grammatical errors.

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## FAA USE ONLY – DO NOT WRITE BELOW THIS LINE

Received:

- Lease and/or contract prohibiting residents and guests from smoking     Member     Nonmember
- Policy prohibiting employees from smoking
- \$95 payment

Approved for certification level:

- Gold
- Silver
- Blue

Returned for additional documentation

Specify: \_\_\_\_\_

Denied

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_