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**Lansing Housing Commission
Policy No. 2009-07
Smoke Free Property Policy**

Effective July 1, 2011 smoking is prohibited in all property owned and operated by the Lansing Housing Commission (“LHC”). The smoking ban is intended to improve the quality of air and the safety of residents and employees. Implementation of a Smoke free policy is encouraged by the U. S. Department of Housing and Urban Development and it is consistent with their program goals and objectives. There are No exceptions to this policy. Smoking is only permitted in specifically designated outside areas.

1. No person may use, smoke, hold or carry lighted tobacco in any form, including cigarettes, pipes, or cigars, while in a LHC owned property. Effective on July 1, 2011, all current residents, all employees, all guests and all new residents will be prohibited from smoking anywhere inside of any LHC owned or operated property, including but not limited to rental units, vehicles, lobbies, restrooms, hallways, reception areas and any common areas.
2. Smoking outside of LHC owned buildings shall be permitted only in designated smoking areas, which shall be at least 15 feet from a door, walkway, window or ventilation system. In addition, smoking areas shall be located sufficient distances from the buildings and sideways so that secondhand tobacco smoke does not enter the buildings and to ensure residents and guests can avoid walking through secondhand tobacco smoke to enter or leave LHC owned properties.
3. Persons who smoke in designated smoking areas are responsible for properly disposing of cigarette butts or other tobacco products so as not to litter the grounds.
4. Employees and residents who smell tobacco smoke from inside LHC owned buildings are to report this to the office as soon as possible. LHC’s Management staff will identify the source of the smoke and take appropriate action when deemed necessary.
5. Existing Residents will receive a copy of this smoke free policy and are required to sign lease modifications reflective of the smoke free policy before July 1, 2011. New residents who sign leases effective after July 1, 2011 will be given copies of the smoke free policy and their lease will reflect this policy.
6. LHC will post signage to clearly designate smoking and non-smoking areas.

LHC staff is responsible for fully implementing this policy, which includes taking steps to insure 100% of the existing residents, and employees are aware of and abide by the policy. Failure to abide by this smoke free policy is considered a lease violation. Employees are covered by the Smoke Free Work Place policy 2009-07.

TENANT CERTIFICATION

I have read and understand the above smoking policy and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my lease.

Resident Signature: _____

Apartment Number: _____ **Date:** _____