

Smoke-Free Housing:

A Guide for Property Managers and Owners



Arizona Smoke-Free
LIVING

www.AzSmokeFreeLiving.org



Who is Arizona Smoke-Free Living?

We are a coalition, comprised of health organizations and community supporters, striving to create smoke-free living options for all people living in Arizona. We have the knowledge and resources to work with property managers who wish to adopt a smoke-free policy for their apartment communities.

Our mission is to empower Arizona communities to live smoke-free.

COALITION PARTNERS



TobaccoFreeArizona



Breathing smoke-free air is critical to the health of all people in Arizona.

A reference list of facts and studies cited in this guide can be found at

www.AzSmokeFreeLiving.org

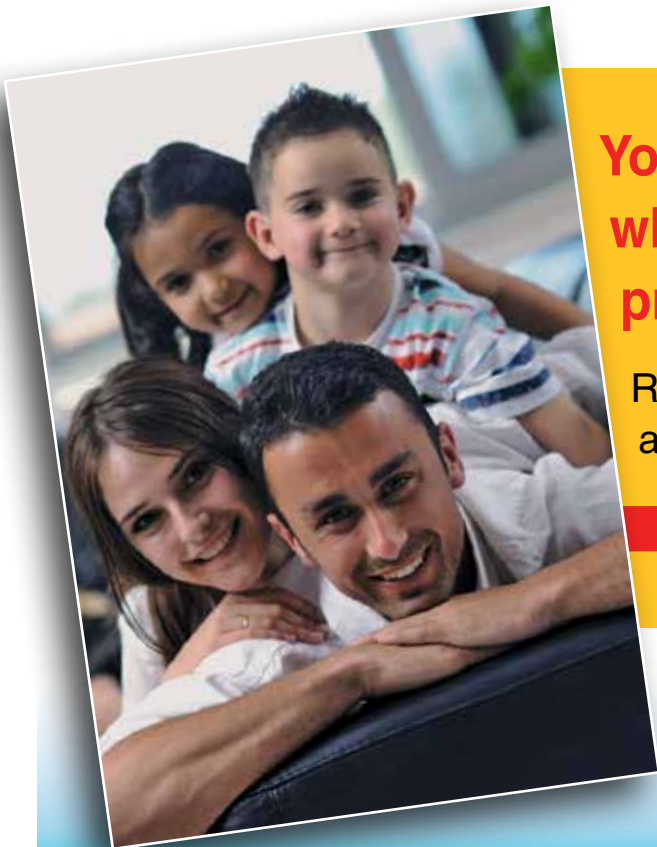
How can Arizona Smoke-Free Living help you?

We can provide resources to property managers free of charge to assist with the transition to become smoke-free. This includes:

- Consultations to plan the policy and timeline
- Signage, materials, and sample documents
- Presentations to staff and residents about smoke-free policies
- Quit smoking programs for interested residents

Did you know that Arizona law already requires some parts of multi-unit housing to be smoke-free?

Smoke-Free Arizona Act (A.R.S. § 36-601.01) requires the common areas of apartment buildings 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. These areas include the leasing office, laundry room, fitness center, activity center, and clubhouse. For more information, visit www.smokefreearizona.org.



You can choose to make the whole building or entire property smoke-free.

Read on for more information and steps to take.



Why go Smoke-free?

There are significant economic benefits to going smoke-free.

- 1. Attract more residents.** According to a 2012 survey of Maricopa County renters, 70% would choose to live in smoke-free housing. 60% of Maricopa County renters agree it is OK to prohibit in-home smoking. In fact, over 40% would even be willing to pay a little more to live in a smoke-free community.
- 2. Save money by reducing the need for repairs.** The likelihood of incurring smoking-related costs can be reduced with a smoke-free policy in place. According to a 2011 UCLA study, multi-unit rental buildings where smoking-related damage occurred led to an average of \$5,000 in additional costs annually.
- 3. Eliminate the leading cause of residential fire deaths.** Every year, fires caused by cigarettes result in \$400 million in damages and are the leading cause of fire deaths nationally.
- 4. Potentially reduce your insurance premiums.** Some insurance companies may offer property owners and residents discounts on general liability insurance premiums if their property has a no-smoking rule. Ask your broker for details.

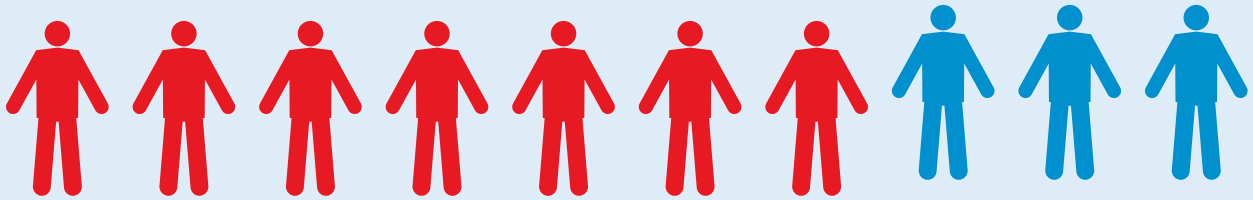
“Smoke-free housing creates a healthy environment for tenants while reducing the risk of residential fire related fatalities.”

Daniel Valenzuela —
Phoenix City Councilman
and Glendale Firefighter

Is there a market for smoke-free housing?

Yes! There is a substantial market of renters who prefer smoke-free communities. A 2012 study of Maricopa County renters found:

7 in 10 renters would choose smoke-free housing



WHAT ABOUT PEOPLE WHO SMOKE?

Even among renters who smoke, 1/3 would choose **smoke-free housing.**



Why go Smoke-free?



The harms of secondhand smoke have been recognized for years.

“Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers.”

U.S. Surgeon General’s Report, 1986

“The scientific evidence is now indisputable: Secondhand smoke is not a mere annoyance. It is a serious health hazard that can lead to disease and premature death in children and nonsmoking adults.”

U.S. Surgeon General’s Report, 2006

“There is no risk-free level of exposure to tobacco smoke...”

U.S. Surgeon General’s Report, 2010

Secondhand smoke affects everyone.

72% of Maricopa County renters agree that daily exposure to even small amounts of secondhand smoke is a serious health risk, as shown in a 2012 study.



In fact...

- There is no safe level of exposure to secondhand smoke.
- There are over 7,000 chemicals in secondhand smoke, about 70 of which are known to cause cancer in humans.
- Nonsmokers have up to a 30% greater chance of developing lung cancer if they are exposed to secondhand smoke at home or work.
- Secondhand smoke causes or worsens respiratory tract infections such as pneumonia and bronchitis, especially in infants, children, and older adults.
- Many people suffer from chronic and debilitating conditions caused by secondhand smoke, including cancer, heart disease, and stroke.

Why go Smoke-free?

Up to 65% of air in apartment buildings is shared.

Consider what we already know about the dangers of secondhand smoke and think about how it might unknowingly affect apartment residents who live near people who smoke.

Secondhand smoke travels between units. It travels between cracks, under doors, and through electrical outlets, vents, pipes, shared walls, drywall, and anywhere else that air can be exchanged. Unfortunately, no ventilation system is effective in the removal of toxins in secondhand smoke.

“At present, the only means of eliminating health risks associated with indoor exposure [to secondhand smoke] is to ban all smoking activity.”

American Society for Heating, Refrigerating and Air-Conditioning Engineers, Position Document on Environmental Tobacco Smoke, 2008



Once inside the unit, secondhand smoke lingers in the air for hours.
Drifting secondhand smoke puts residents' health at risk.

Smoke causes serious property damage.

You may relate to many property managers who find it more costly and time-consuming to turn over a unit where smoking has occurred.

Manistee Manor, a local apartment community in Glendale, AZ, found that **it costs 10 times more to repair a smoked-in unit rented for 9.75 years***:

	Smoked-In Apartment	No Smoking Occurred In Apartment*	Difference
Carpet, Pad & Cove Base	850	0	850
Vinyl & Cove Base	325	0	325
Wash Walls / Kilz / Paint	250	0	250
Paint	300	300	0
Replace Appliance:			
Refrigerator	600	0	600
Light Fixtures	138	0	138
Smoke Detectors	65	0	65
Receptacle Cover	25	0	25
Blinds	135	0	135
PTAC Unit	670	0	670
Labor & Cleaning Supplies	200	60	140
	3558	360	3198

*Derived from Manistee Manor's cost analysis based on long-term residents of 9 and 10½ years



Smoke can cause noticeable damage in an apartment unit as seen in discolored outlets and drywall, cigarette burns in carpets, and dirty air filters.

It's your choice to go Smoke-Free

You have the right to set reasonable rules for your property.

Knowing that smoke damage and fire hazards caused by smoking are a threat to your investment, it's your decision to adopt a no-smoking rule to eliminate those financial and health risks.

The process of adopting a no-smoking rule follows the same procedures already in place for implementing any other new policy or rule. For example:

- In **privately owned, non-subsidized housing**, the written contract you have with your residents determines your rights and responsibilities, what changes can be made to the lease agreement, and what you are required to do to change the terms of the lease.
- For units in **public housing** and other **subsidized housing**, you may establish a no-smoking policy for new residents while adding a no-smoking provision to the rules at the time of renewal for current residents. If approval for rule changes is required, contact the appropriate housing authority.

SMOKE-FREE POLICIES ARE ENCOURAGED BY:

- The U.S. Department of Housing and Urban Development
- The Centers for Disease Control and Prevention's Healthy Homes Program
- Toolkits and information are available at www.AzSmokeFreeLiving.org.

Arizona Smoke-Free Living is ready to help.

We can help you establish a no-smoking rule from start to finish.

Contact us to set up a free consultation.

You're in good company.

Property managers who adopt a no-smoking rule are happy with their decision and would not go back to allowing smoking. Local apartment communities have experienced success with offering a smoke-free amenity.

Testimonials from experienced property managers:



“Residents of Rehoboth Place describe our non-smoking environment as an amenity. Residents who previously lived in apartment complexes where smoking was permitted are thankful that their children are not subjected to the by-products of smoking.”

— **Myron Ware**, Rehoboth Place
Apartments



“According to a majority of our residents, going smoke-free was one of the best choices we made for the health and safety of all our residents and staff... We have several applicants gladly waiting for a smoke-free apartment, passing on other opportunities because they are not totally smoke-free properties.”

— **Debi Windahl**, Manistee Manor
Apartment Homes

So, you've decided to go Smoke-Free...

The steps are simple.

A plan is important in rolling out any new policy, and going smoke-free is no different. The next few pages provide a step-by-step guide to seamlessly improving your property for business reasons — and for the health of your residents.

Step One: Survey Your Residents

Resident buy-in is key to success with any change. Before establishing a smoke-free policy, gaining feedback from residents may help identify some surprising information that may ease the process. Many property managers find distributing and collecting an anonymous survey among



residents to be an effective way to gain feedback and to inform current residents that a smoke-free policy is on the horizon.

A survey is an easy and cost-effective tool to find out basic information, such as:

- The number of residents who smoke in their units
- If residents smell tobacco smoke in their units
- If residents would like to live in a building free from smoke

Step Two: Plan the Policy Details

Determine what type of smoke-free policy would work best for your property. Arizona Smoke-Free Living recognizes two levels:

◆ **GOLD:** the entire property is smoke-free (indoors and outdoors)

◀ **SILVER:** smoking is only allowed in a designated smoking area

Once you have chosen a smoke-free level, put the policy in writing as a lease addendum or house rule. Ensure the language prohibits smoking and specifies that it is a violation of the lease.

Next, **decide the timing for putting the policy in place.** Evaluate the circumstances and needs of your property when determining the timeline. Resident feedback from your survey may also help you decide on a time frame for the policy.

Once you have determined a timeline for the policy, notify residents in advance about the new policy and your reasons for going smoke-free. Then, begin the process of getting residents to sign-on:

- For **privately owned, non-subsidized housing**, initiate all new and renewed leases with a smoke-free lease addendum.
- For **public housing** and **other subsidized housing**, have residents sign-on to the policy when signing new house rules.

Arizona Smoke-Free Living can work with you to find the best solutions for your property.

So, you've decided to go Smoke-Free...

Step Three: Remind Residents and Post Signs

Send a reminder announcement to residents a few days prior to the policy going into effect. Include basic details about the policy, such as where smoking is prohibited, the consequences for violating the rule, and what residents can do if they witness a violation. In addition to reminding them with a formal announcement, post signs at the entrances to the buildings and in other no-smoking areas. If you have elected to have a designated smoking area on the property, post a sign identifying it as such. Contact Arizona Smoke-Free Living for signage.



Step Four: Enforce Your Policy

Smoke-free policies are largely self-enforcing, as the majority of renters prefer smoke-free housing. Sustaining the policy can actually save time over the long-term by avoiding problems that arise from secondhand smoke complaints.

If violations occur, diligently enforce the policy just like any other rule you have at your property. Doing so in a timely manner will help demonstrate your commitment to the policy. Document violations and witnesses who would testify to incidents of smoking. Arizona Smoke-Free Living can offer tips for enforcement.

Step Five: Advertise Your Smoke-Free Policy

Advertising your smoke-free policy is important to the 7 in 10 Maricopa County renters who are looking for a smoke-free residence. Once your policy goes into effect, list your property on Arizona Smoke-Free Living's online smoke-free housing directory. Highlight your smoke-free policy on your property's website and marketing materials. The market segment of renters looking for smoke-free housing will be glad to find that your property provides a smoke-free amenity!



SMOKE-FREE APARTMENT RENTAL

Tenants!

Looking for a clean, healthy smoke-free apartment? We can help.

Call 602-258-7505 for info.

www.AzSmokeFreeLiving.org

How Arizona Smoke-Free Living Can Help

We can help you through the process from start to finish by providing:

- Consultations in planning, implementation, and enforcement
- Sample documents including lease language, resident notifications, and enforcement letters
- Presentations to residents and staff
- Free signage and informational materials
- Smoking cessation programs for residents (free for HUD-funded properties)
- Connections with other property management professionals who have implemented smoke-free policies



Let's Share Fresh Air

Contact us today!

Arizona Smoke-Free Living

American Lung Association in Arizona

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Phoenix, AZ 85003

(602) 258-7505

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www.AzSmokeFreeLiving.org

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