

The Gallatin & South Carthage Housing Authorities implemented a Smoke-Free Policy, which was effective February 3, 2017, in accordance with Department of Housing and Urban Development (HUD) Smoke Free Policy (PIH-2017-03). Smoking or tobacco use will be prohibited in all property owned and operated by The Gallatin & South Carthage Housing Authorities. The Smoke-Free Policy is intended to improve the quality of air and the safety of residents, guests, and employees.

Implementation of a Smoke-Free Policy is required 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, in all Gallatin & South Carthage Housing Authorities Public Housing owned properties; all interior common areas including but not limited to community rooms, community bathrooms, lobbies, offices, reception areas, hallways, laundry rooms, stairways, and elevators. Smoke or tobacco use will also be prohibited within all living units.
2. Smoking outside GHA/SCHA owned properties shall be permitted only in designated smoking areas, which shall be at least **25 feet** from entry ways, windows, porches, balconies, patios, or ventilation system. Smoking areas shall be sufficient distances from the buildings and sidewalks 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 GHA/SCHA owned properties.
3. Residents and employees who smell tobacco smoke from inside GHA/SCHA owned property are to report this to the Property Manager as soon as possible. GHA/SCHA's Management staff will try to identify the source of the smoke and take appropriate action.
4. Current residents will receive a copy of this Smoke-Free Policy and are required to sign lease addendums reflective of the Smoke-Free Policy by July 31, 2018. New residents who sign leases effective on or after July 31, 2018 will be given copies of the Smoke-Free Policy and their lease will reflect this policy.
5. GHA/SCHA will post signage to clearly designate smoking and non-smoking areas.

GHA/SCHA staff is responsible for fully implementing and enforcing this Smoke-Free Policy, which includes taking steps to insure 100% of the new and current residents and guests are aware of and abide by the Smoke-Free Policy. Failure to abide by this Smoke-Free Policy is considered a lease violation with the following consequences:

1st Violation will result in a Written Lease Violation - no fine attached

2nd Violation will result in a Written Lease Violation plus **\$25.00** fee

3rd Violation will result in a Written Lease Violation plus **\$50.00** fee & 14-day Notice to Vacate

4th Violation in any 12- month period will result in 30-day Notice to Vacate

Also, move out costs will be accessed for any removal of smoke residue from your unit.

Current and new tenants will be given two (2) copies of GHA/SCHA's Smoke-Free Property Policy. After review, tenant (head of household) will initial page 1 and sign and date page 2. Return the fully executed (signed and dated) policy to GHA/SCHA Administration and keep the other copy for your records. The GHA/SCHA's copy will be placed and maintained in your Resident housing file.

TENANT CERTIFICATION

As Head of Household, I have read and understand the above Smoke-Free Policy and I agree to comply fully with the provisions. I understand that failure on my part, other members of the household, and/or guests to comply with this Smoke-Free Policy could result in a 30-day eviction notice as outlined above.



SMOKE FREE

