U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

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OFFICE OF HOUSING

MEMORANDUM FOR: All Multifamily Regional Center/Satellite Office/Hub Directors
All Supervisory Housing Project Managers
All Housing Project Managers
All Contract Administrators
All Owners and Management Agents

FROM: Benjamin T. Metcalf, Deputy Assistant Secretary for Multifamily Housing Programs, HT

SUBJECT: Smoke Free Action Guide for Multifamily Housing

We are pleased to introduce guidance in conjunction with the Office of Lead Hazard Control and Healthy Homes (OLHCHH) guide entitled, *"Change is in the Air - An Action Guide for Establishing Smoke-Free Public Housing and Multifamily Properties"*. This guide can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes. The purpose of the Action Guide is to further educate PHAs and owners/agents of subsidized or market rate multifamily housing about the benefits of smoke-free policies and the steps and recommended best practices to follow for implementing smoke-free policies.

The Action Guide explains the many benefits to implementing a smoke-free policy for multifamily housing. A smoke-free policy will protect the health and safety of tenants as well as on-site employees of management agents in multifamily housing, reduce property maintenance and possibly reduce property insurance costs for the owners because of reduced fire risk.

Owners and agents of subsidized multifamily housing choosing to implement a smoke-free policy are encouraged to follow the recommended steps and best practices contained in the Action Guide and review Housing Notice H 2012-22, *"Further Encouragement for O/As to Adopt Optional Smoke-free Housing Policies"* for guidance in updating the house rules, and policies and procedures in order to incorporate the smoke-free housing requirements.

House rules with a smoke-free policy should include:

1. Current and prospective residents are allowed to smoke, just not in the areas that have been designated non-smoking, as determined by the property's smoke free policy.
2. Residents, guests and business visitors must comply with the smoke free policy.
3. A description of how the policy will be enforced, i.e., verbal warnings, written letters of violations, and termination of tenancy.

While smoke-free housing policies can be implemented at the discretion of owners/agents, HUD encourages owners/agents to use the Smoke-free Action Guide when choosing to take action. With questions, please contact Regina Aleksiewicz in the Office of Asset Management and Portfolio Oversight at (202) 402-2600 or regina.a.aleksiewicz@hud.gov .