

Smoke-Free Housing Policy of the Ilion Housing Authority

1. **Smoke-Free Policy Statement:** Smoking is not permitted anywhere inside any property owned or managed by the Ilion Housing Authority (IHA) or any entity in which IHA has a partnership or ownership interest. Anyone smoking inside IHA property, and/or leaning out a window to smoke, will be deemed in violation of this policy.
2. **Smoking Defined:** “Smoking” means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, electronic nicotine delivery system” or “vaporized nicotine product” (electronic cigarette), pipe, hookah, or any form of lighted object or device that contains tobacco and/or marijuana, including but not limited to medical marijuana.
3. **Effective Date of Policy:** This policy is effective on October 1, 2017 for all residents, their guests, and all employees, contractors, business invitees who provide services to any IHA properties. IHA shall enforce this policy in accordance with the following timetable:
 - a. For all property owned or managed by the IHA or one of its affiliates that is opened for occupancy after September 30, 2017, the enforcement provisions of this policy shall be effective immediately;
 - b. The enforcement provisions of this policy shall be effective at all IHA sites on October 1, 2017
4. **Enforcement Provisions:** Failure of any resident and/or his/her guests or visitors to follow the smoke-free policy will constitute a serious and material lease violation and will subject the Tenant to a termination of his/her lease. Before IHA commences any eviction proceeding under this policy, the Authority shall first issue warnings, as follows:
 - a. *1st violation*- the tenant shall receive a verbal warning. Which shall be documented in the tenant’s file
 - b. *2nd violation*-the tenant shall receive a written warning and a \$150.00 fine will be charged to the tenant’s account. Both which shall be documented in the tenant’s file
 - c. *3rd violation* –the tenant shall receive a termination notice as provided for in IHA lease.

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5. **Signs:** IHA will post “No Smoking” signs outside and inside of all IHA buildings. Residents will be responsible for informing their guests and visitors that their apartment is smoke free and that their housing may be affected by violators.
6. **Designated Smoking Areas:** Where the Executive Director approves, in his/her sole and absolute discretion, smoking may be permitted in a specified outside area on a property by property basis. Where an outside area on a site has been designated. Smoking outside on that site is only permitted in that area. Under no circumstances shall outside smoking be permitted on IHA property within 25 feet from any entrance or window, or building IHA will give each resident a site map that indicates the specific locations, and designated smoking areas shall be clearly posted. Where an area has been designated for outside smoking. IHA shall provide cigarette disposal receptacles.
7. **Complaints:** Complaints about prohibited smoking and/or smoke migrating into a residential unit or common area should be made promptly to the IHA office. Complaints should be made in writing and should be as specific as possible including the date, approximate time. Location and suspected source of migrating smoke. Complaints may be made anonymously. Complaint forms shall be made available in the IHA office in the London Towers building.
8. **Complaint Investigations:** In circumstances where smoking is smelt or observed by staff and/or reported by any person, IHA will seek the specific source of smoke and take appropriate action consistent with the enforcement provisions of this policy, as set forth in paragraph 4. Residents are encourage to promptly notify IHA staff of any incident where smoke is discernible in prohibited areas on IHA property.
9. **Policy Distribution:** Upon adoption of this policy, all current residents of properties covered by this policy will be given two copies of the policy. After review, the resident will sign one copy and return the executed copy to the IHA office within seven (7) days after its distribution. The signed copy will be placed in the resident’s file. New residents will be given two (2) copies of the smoking policy at the time they execute their lease. After review, the resident will sign one copy and return the executed copy to the IHA Office. The signed copy will be placed in the resident’s file.

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RESIDENT CERTIFICATION (Every person in the household over the age of eighteen (18) must sign)

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 cause for termination of my/our lease.

Apartment Number: _____

Resident Signature: _____

Resident Signature: _____

Date: _____