

NOTICE OF RULE CHANGE
NO SMOKING IN COMMON AREAS

[Date]

Dear Residents:

Effective immediately, smoking is prohibited in all common areas of the building, including but not limited to, hallways, stairways, foyers, common rooms and facilities, fire escapes, decks, patios, exterior landings, front steps, lawns and gardens, driveway, entrance ways, basements, storage areas and other common building facilities. Smoking means the inhaling, exhaling, breathing, carrying, or possession of any lighted cigarette, cigar, pipe, other product containing any amount of tobacco, or other similar lighted product.

Please inform your guests that smoking is prohibited in the common areas. You will be held responsible, if your guests violate the no smoking rule. Secondhand smoke is a serious health issue. I sincerely hope that all residents, even those who smoke, will continue to enjoy living in our building. I embrace this small change as an opportunity to ensure that the building is a healthier and cleaner place for all residents and guests.

Sincerely,

[Landlord]