

Watertown Housing AUTHORITY



Smoke Free Policy Effective Date: August 1, 2016

Purpose:

This policy was developed for the following reasons:

- To protect the health of residents, guests and staff from second hand smoke;
- To protect lives and property from fires due to smoking;
- To eliminate the increased maintenance costs associated with smoke and nicotine damage;
- To promote smoking cessation

Definition of Smoking:

Smoking is the inhalation of the smoke of burning tobacco encased in cigarettes, pipes, cigars or other tobacco product or other similarly lighted product in any manner or in any form, as well as actively using electronic cigarettes.

Smoke Free Policy Regulations:

There will be no smoking allowed anywhere in any of our buildings, apartments or common areas by residents, guests or staff.

Smoking outside any Watertown Housing Authority building will be limited to the following area(s): **25 feet** from any entrance or window, or public sidewalks **or as designated**. There will be no smoking allowed at the playground area.

No smoking signs will be posted both outside and inside the common areas of the WHA property. Residents will be responsible to inform all their guests and visitors that their apartment is smoke free and that their housing may be affected by violators.

Enforcement:

Failure of any Resident and/or their guests/aides to follow the Smoke Free Policy will constitute a serious and material lease violation and will subject the Resident to a termination of his/her lease. Before WHA begins any eviction proceeding under this policy, the following steps will be taken:

- **First violation** – Resident will receive a verbal warning and cessation materials;
- **Second violation** – Resident will receive a verbal warning, which shall be documented in their tenant file;
- **Third violation** – Resident will receive a written warning, which shall be documented in their tenant file;
- **Fourth violation** – Resident will receive a written warning with the option to remedy;
- **Fifth violation** – WHA will begin eviction proceedings with 30-Day Notice to Vacate

Providing Decent, Safe and Affordable Housing

Watertown Housing

A U T H O R I T Y

Disclaimer by Watertown Housing Authority:

Residents acknowledge that Watertown Housing Authority's adoption of the Smoke Free Policy does not in any way change the standard of care that it has to the Residents' apartments and common spaces.

Watertown Housing Authority specifically disclaims any implied or express warranties that the air quality in the apartments or the building containing the apartments will improve or be any better than any other rental property. Watertown Housing Authority does not warrant or promise that the apartments or building containing the apartments will be smoke free.

Residents' Responsibilities Under Smoke Free Policy:

Residents agree and acknowledge that the apartments to be occupied by the resident and common spaces on all Watertown Housing Authority properties are designated No Smoking under this Smoke Free Policy. Residents will be responsible to inform all their guests and visitors that their apartment is smoke free and that their housing may be affected by violators. Residents will comply with the Smoke Free Policy.

Complaints about prohibited smoking and/or smoke migrating into a residential unit or common area should be made promptly to the Watertown Housing Authority Administrative 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 will be made available by the Watertown Housing Authority.

House Rules:

This Smoke Free Policy will be incorporated as an addendum to the House Rules and therefore, part of the lease. All residents will be required to sign this Addendum to the House Rules which acknowledges their acceptance of and compliance with this Smoke Free Policy.

**FAILURE TO SIGN THE ATTACHED RESIDENT CERTIFICATION/LEASE
ADDENDUM BY AUGUST 1, 2016 WILL BE CONSIDERED A LEASE VIOLATION
AND PUT YOU AT RISK FOR EVICTION.**

Providing Decent, Safe and Affordable Housing

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251
FAX:315-782-9394 • www.WHANY.org

**Smoke Free Policy
Resident Certification/Lease Addendum**

I, _____, acknowledge receipt of Watertown Housing
(Print Name)

Authority's Smoke Free Policy which will become effective on August 1, 2016. I acknowledge that I have read and agree to abide by the Smoke Free Policy and understand that any violations of said policy will result in the following:

- **First violation:** A verbal warning and cessation materials;
- **Second violation:** A verbal warning, which shall be documented in my tenant file;
- **Third violation:** A written warning, which shall be documented in my tenant file;
- **Fourth violation:** Resident will receive a written warning with the option to remedy;
- **Fifth violation:** Eviction proceedings will begin with 30-Day Notice to Vacate.

Head of Household Date

Spouse/Co-Head Date

Other adult over 18 years of age Date

Other adult over 18 years of age Date

Other adult over 18 years of age Date

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