

## Smoke-free Policy Adoption Checklist

Creating a smoke-free policy for your multi-unit housing property is easy when you have a plan. The steps below will help ensure a smooth process from the early planning stages to the final implementation of your policy.

### Get Set for Success

- Call your local smoke-free housing specialist. See contact information below.
- Visit [www.Smoke-FreeHomes.iowa.gov](http://www.Smoke-FreeHomes.iowa.gov) for materials and other resources. Many are referenced on this checklist.
- Survey your tenants. Explain why you're considering going smoke-free, outline possible features of the new policy, and invite feedback. See our website for a sample letter.

### Create Your Policy

- Draft policy language to add to your resident guidelines. See our website for a sample addendum.
- Seek feedback from your legal consultant, management company, and other key stakeholders within your organizational structure.
- Announce the date from which your policy will be effective. (Allow at least 30 days.)

### Implement Your Policy

- Incorporate the policy language into the appropriate documents.
  - For private properties, add to the lease of all new and renewing tenants.
  - For public housing, add the clause to the house rules and have each new or renewing tenant sign the provision.
- Post signage to ensure compliance among tenants, visitors, and staff. See our website for a list of free signs. Place your order through your local smoke-free housing specialist.

### Reap the Benefits

- Check our website to ensure that your property name now appears on the Iowa Smoke-free Housing Registry. If not, call your local contact.
- Survey your tenants 60 to 90 days after the implementation of your policy. This will aid owner/tenant relations and support compliance and enforcement. See our website for a sample letter.

**Iowa's Smoke-Free Homes project has experts on smoke-free housing in many areas of the state. Call 1-800-798-0203 to learn more.**