

SMOKE FREE POLICY



Effective January 1, 2018, smoking and the use of prohibited tobacco products will be prohibited in all property owned and operated by The Housing Authority of Henry County (HAHC) and its subsidiary, The Henry County Housing Development Group, Inc. (HCHDG, Inc.). The Smoke-Free Policy is intended to improve the quality of air and the safety of residents, guests, and employees.

Implementation of a Smoke-Free Policy is required by the U.S. Department of Housing and Urban Development and it is consistent with their program goals and objectives. There are NO exceptions to this policy. Smoking is only permitted in designated outside areas.

The HAHC has operated under a modified Smoke-Free policy since implementation on December 16, 2012. The policy permitted current leaseholders to pay a smoking deposit of \$100 to continue or “grandfather” the no-smoking policy that applied to new leaseholders.

Effective January 1, 2018, ALL tenants, regardless of initial lease date or “grandfathered” status will be required to abide by the current policy.

1. No person may use, smoke, hold or carry lighted tobacco in any form, including cigarettes, pipes, hookahs, or cigars, in all Housing Authority of Henry County (HAHC) Public Housing owned properties; all interior common areas including but not limited to community rooms, community bathrooms, lobbies, offices, reception areas, hallways, laundry rooms, stairways, and elevators. Smoke or tobacco use will also be prohibited within all living units.
2. Smoking outside HAHC owned properties shall be permitted only in areas at least 25 feet from entry ways, windows, porches, balconies, patios, or ventilation systems. Smoking areas shall be located sufficient distances from the buildings and sidewalks so that secondhand tobacco smoke does not enter the buildings and to ensure residents and guests can avoid walking through secondhand tobacco smoke to enter or leave HAHC owned properties.
3. Persons who smoke in designated smoking areas are responsible for properly disposing of cigarette butts or other tobacco products so as not to litter the grounds.
4. Residents and employees who smell tobacco smoke from inside HAHC owned property are to report this to the Property Manager or Central Office as soon as possible. HAHC’s Management staff will try to identify the source of the smoke and take appropriate action.
5. Current residents will receive a copy of this Smoke-Free Policy and are required to sign lease addendums reflective of the Smoke-Free Policy before January 1, 2018. New residents who sign leases effective on or after January 1, 2018 will be given copies of the Smoke-Free Policy and their lease will reflect this policy.

6. HAHC will post signage to clearly designate smoking and non-smoking areas.

_____ Initials

HAHC staff is responsible for fully implementing and enforcing this Smoke-Free Policy, which includes taking steps to ensure all new and current residents and guests are aware of and abide by the Smoke-Free Policy. Failure to abide by this Smoke-Free Policy is considered a lease violation with the following consequences:

- 1st Violation will result in a Written Lease Violation (Infraction)
- 2nd Violation will result in a Written Lease Violation (Infraction)
- 3rd Violation in any 12 month period will result in a 30 day lease termination

At move- out, a cleanup fee assessed at the current maintenance hourly rate may be added to help cover the costs of the removal of smoke residue from the unit.

Current and new tenants will be given two (2) copies of HAHC's Smoke-Free Policy. After review, tenant (head of household) will initial page 1 and sign and date page 2, return the fully executed (signed and dated) policy to HAHC Administration, and keep the other copy for their records. The HAHC's copy will be placed and maintained in each resident housing file.

TENANT CERTIFICATION

As Head of Household, I have read and understand the above Smoke-Free Policy and I agree to comply fully with the provisions. I understand that failure on my part, other members of the household, and my guests to comply with this Smoke-Free Policy could result in a 30 day eviction notice as outlined above.

Resident's Signature (Head of Household) _____

Unit Number: _____

Date: _____