**[SAMPLE] NOTICE OF RULE CHANGE: NO SMOKING IN BUILDING**

**[Insert date]**

RE: **[Insert length of notice: 30 days, 90 days, etc.]** Notice Change in terms of Tenancy – Non-Smoking Policy Addendum

Dear Residents:

Following the terms of your Rental Agreement, 30 days **[This is the minimum amount of notice that must be provided, but more notice can be given, e.g. 60 or 90 days]** after the delivery of this notice, or on [insert date that the lease term expires or rolls over to month-to-month], whichever date is later, the terms of your tenancy at [insert name of property] will be changed. **[Insert name of the property]** will become a non-smoking residence.

Smoking indoors is a serious safety and health issue. I/We sincerely hope that all residents, including those who smoke, will continue to enjoy living in our building(s). I/We embrace this change as an opportunity to ensure that the building(s) is/are (a) safer, healthier and cleaner place(s) for all residents, visitors and staff.

Please note: this Notice serves only to add the above policy into your Rental Agreement; all other terms of your tenancy shall remain in full force and effect. Please sign the No Smoking Lease Addendum before **[insert date]**. Failure to sign the addendum may result in legal action.

Thank your cooperation in this matter.

Sincerely,

**[Landlord/Property Manager]**

*This sample letter is a modified version of a letter developed by Change Lab Solutions. The legal information in this document does not constitute legal advice or legal representation. For legal advice, consult a lawyer in your state.*