

Smoke-Free Policy Adoption Checklist

Step One: “I’m Thinking of Adopting a Smoke-Free Building Policy.”

- Request or print your own “Proud to be Smoke Free” landlord toolkit resources from livesmokefree.ri.gov.
- Use the sample tenant survey to distribute to your residents to measure their interest in living in a smoke-free building.
- Examine survey results and consider policy options.

Step Two: “I’ve Decided to Adopt a Smoke-Free Policy.”

- Decide policy details & include them in the sample lease or sample lease addendum.
- Set a “smoke-free date” and decide when you would like the building to be completely smoke free.
- Notify residents of the upcoming policy change using the sample tenant letter.
- Inform residents that if they don’t follow the policy, they are in violation of their lease terms.



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Offer cessation options to those residents to wish to quit smoking.
Livesmokefree.ri.gov provides a cessation resource guide to give to your tenants.

Order free “Proud to be Smoke Free” signs using the order form link on the livesmokefree.ri.gov home page.

Include the smoke-free policy on all new leases.

Add a lease addendum with the smoke-free policy to all current leases.

Step Three: “I Have a Smoke-Free Building.”

Send a reminder announcement to residents a few days prior to the policy’s start date.

Post signs in and around the building to remind residents and guests of the policy.

Make note of any violations that you, your staff, or your residents witness.

Include “smoke free” when advertising your rental units so that potential residents can find your building.

