

Sample Landlord Letter

Renter
789 St., Apt. Z
My Town, OR 97000

Date:

Property Manager/Owner
Property Management Co.
123 St.
Your Town, OR 97999

Dear Property Manager,

I am writing this letter to request your help in dealing with secondhand smoke in my unit. Secondhand smoke has been getting into my unit from: (neighboring units, common areas, outside my window, doorway, other).

So far, I have tried: (sealing my apartment, running a fan, asking my neighbors to smoke outside, other) to fix this situation. I would like to request that you:

(Choose one or more of the following):

- Enforce the building's no-smoking rule (if it already exists)
- Allow me to break my lease without penalty so I can move to a nonsmoking building
- Relocate me to a nonsmoking building that you own or manage
- Consider a no-smoking rule for the building
- Conduct a survey to see how many residents would rather have a no-smoking rule
- Other:

Did you know that a no-smoking rule can be good for business? Please visit www.smokefreehousingNW.com to access "A Landlord's Guide to No-Smoking Policies" and for more information about how smokefree policies can save you money, protect your property, reduce turnover time and expenses, and help you gain a marketing edge. A no-smoking rule is entirely legal.

Thank you for your consideration. I would appreciate a written response to this letter.

Sincerely,
Renter

***Ventilation and sealing your apartment cannot guarantee protection from secondhand smoke.**

"Currently, the only way to effectively eliminate health risk associated with indoor exposure is to ban smoking activity,"

ASHRAE, the American Society of Heating, Refrigerating, and Air Conditioning Engineers

NOTE: The information provided by the Portland-Vancouver Metro Area Smokefree Housing Project is for educational purposes only. It is not offered or intended to be and should not be construed to be legal advice, nor to be a substitute for obtaining legal advice from a licensed attorney.

www.smokefreehousingNW.com