



# **SMOKE-FREE POLICY AND LEASE ADDENDUM**

## **Resolution 557**

Pursuant to 24CFR Parts 965 and 966 of the Code of Federal Regulations, and in an effort to protect non-smokers and physical assets, the Marceline Housing Authority has adopted the following smoke-free policy at Cedarbrooke, Sunset Hill and Offsite Apartments owned and operated by the MHA.

The Marceline Housing Authority Board of Directors passed Resolution # 557 on November 20, 2017. This Resolution bans smoking inside all buildings and structures and within a 25-foot radius of all buildings owned by the Marceline Housing Authority. The Smoking ban will become effective on March 1, 2018.

This policy prohibits smoking by all residents, family members, guests and service providers or other persons resident or nonresident within 25 feet of any structure owned or managed by the Marceline Housing Authority. This ban applies to all tobacco or smoking products including electronic cigarettes.

### **A resident household will be determined to be in violation of the policy if:**

Staff witnesses a tenant, tenant's guest, or family member, service provider, or other person smoking inside or within 25-feet an apartment or structure owned by the Marceline Housing Authority. Cigarette butts and any container with remnants of smoking products will be considered evidence.

Staff witnesses a lighted smoking product in an ashtray or other receptacle inside or within a 25-foot radius of a unit or structure owned by Marceline Housing Authority. Damages to the interior of MHA property that is the result of burns caused by smoking products including burns to tenant owned property.

Evidence of smoking in a unit such as cigarette or other smoking smells, smoke clogged filters, smoke film including smoke damage to walls.

Repeated reports to staff of violations of this policy by third parties. Clogged plumbing caused by a smoking product being disposed in the sewage or drain systems.

Evidence of ashes on any surface in an apartment or structure owned or managed by the Housing Authority.

Staff will enforce the smoking ban beginning March 1, 2018.

According to the following procedures except when a violation causes a fire at a MHA owned property, the resident will be processed for eviction in conformance with the MHA policy.

- **1st. offense:** Resident will be issued a lease violation warning with a copy of the Lease agreement that they signed.
- **2nd Offense:** Resident will be issued a 2nd lease violation warning and will be reminded that the 3rd offence will result in an eviction of the resident.
- **3rd Offense:** MHA will begin the eviction process.

I/We, the undersigned have read and understand this addendum to my lease. I understand that all adults in the household must sign this lease addendum or my lease will be terminated.

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Signature Head of Household

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Date

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Signature Spouse

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Date

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Signature Other Adult

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Date

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Signature Marceline Housing Authority

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Date