JACKSON COUNTY HOUSING AUTHORITY
SMOKE FREE POLICY AND LEASE ADDENDUM

Effective January 1st, 2018, smoking or tobacco use will be prohibited in all property owned and operated by the Jackson County Housing Authority (JCHA). The Smoke-Free Policy is intended to improve the quality of air and the safety of residents, guests, and employees.

Implementation of this Smoke-Free Policy is mandated by the U.S. Department of Housing and Urban Development in accordance with 24 Code of Federal Regulations {CFR) 965.651, 965.653 and 965.655, and it is consistent with their program goals and objectives. There are NO exceptions to this policy. Smoking is only permitted in designated or non- designated outside areas that are at least 25 feet away from all buildings. **This policy is an addendum to the JCHA Residential Lease.**

1. No person may use, smoke, hold, or carry lighted tobacco in any form, including cigarettes, pipes, cigars or ecig/vapes in all JCHA 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 units where residents live.**
2. Smoking outside JCHA owned properties shall be permitted only in non-designated or designated smoking areas, which shall be 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 JCHA owned properties.
3. Persons who smoke in non-designated or 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 JCHA owned property are to report this to the Property Manager or Central Office as soon as possible. JCHA'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. New residents who sign leases effective on or after January 1st, 2018, will be given copies of the Smoke-Free Policy and their lease will reflect this policy.
6. JCHA will post signage regarding this non-smoking policy.

_____ Initials

_____ Initials

JCHA SMOKE-FREE POLICY (cont.)

JCHA staff is responsible for fully implementing and enforcing this Smoke-Free Policy, which includes taking steps to ensure 100% of the 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 Verbal Reminder with information provided about the smoke free policy.
2nd Violation will result in a Written Lease Violation
3rd Violation will result in a Written Lease Violation
4th Violation will result in a 30-day lease termination

Residents may incur additional maintenance fees at move out if the unit requires removal of smoke residue.

Current residents and new residents will be given copies of JCHA's Smoke-Free Policy to read, initial and sign. The resident will keep a copy and a copy will be kept in the resident's file.

RESIDENT CERTIFICATION

As Head of Household (Co-head of Household), I have read, understand and received the above Smoke-Free Policy, arid I agree to comply fully with the policy's provisions. I understand that failure on my part, other members of the household, and my guests to comply with this Smoke Free Policy will result in a 30-day eviction notice as outlined above.

Resident's Signature (Head of Household) _____

Co-Head of Household (If Required) _____

Address: _____ Date: _____

_____