



Office of the City Manager

February 7, 2014

Re: Berkeley's new Smoke-Free Multi-Unit Housing Ordinance

Dear Sir or Madam,

You are receiving this letter because according to city records you own or manage this multi-unit residence. To protect residents from the health hazards of secondhand smoke exposure, the Berkeley City Council adopted a comprehensive ordinance that includes multi-unit housing and workplaces. Effective May 1, 2014, smoking will be prohibited in 100% of all multi-unit housing including common interest complex (condos, planned unit developments, and co-ops) units.

Please be aware of the following **requirements for property owners/managers**:

1. Posting of "No Smoking" signage in common areas consistent with the signposting requirements of Berkeley Municipal Code Section 12.70.060. Signs can be downloaded from the City's website at:
http://www.cityofberkeley.info/Health_Human_Services/Public_Health/Smoke_Free_MUH.aspx
2. All potential tenants after May 1, 2014 must be notified about the ordinance at the time of application by providing a copy of the enclosed Ordinance Brochure.
3. All new leases initiated after May 1, 2014 must include non-smoking provisions. Sample language is enclosed.
4. All existing tenants must be notified of the new ordinance by providing a copy of the Ordinance Brochure no later than March 1, 2014 and must be offered a **voluntary** non-smoking lease addendum by property owners/managers. A voluntary lease addendum is enclosed.
5. Disclosure about the ordinance must be included in all condominium sales contracts after May 1, 2014.

To assist in implementation, the following documents are enclosed and encouraged to use for reproduction:

1. Ordinance Brochure for New and Existing tenants
2. Notification Letter to Current Tenants
3. Voluntary Lease Addendum for Existing Tenants
4. Suggested language for a No-Smoking Lease Clause required for new leases

The city will be hold training events on the new ordinance beginning in April 2014. For additional information on trainings as well as for **copies of all the attached materials**, please visit the Tobacco Prevention Website at:

http://www.cityofberkeley.info/Health_Human_Services/Public_Health/Smoke_Free_MUH.aspx

If you have any questions after reviewing these materials, please contact the Tobacco Prevention Program at (510) 981-5330 or quitnow@cityofberkeley.info.

Sincerely,



Christine Daniel
City Manager