



Housing Authority of the County of DeKalb

310 North Sixth Street • DeKalb, Illinois 60115

Phone 815.758.2692 • Fax 815.758.4190

www.dekcohousing.com

HACD PROPERTY SMOKE-FREE POLICY

Effective June 1, 2014, the Housing Authority of the County of DeKalb (HACD) implemented their Smoke-Free Policy for all properties owned and operated by HACD.

Effective July 31, 2018 HUD has mandated that all Housing Authorities implement a Smoke Free Policy with the guidelines listed below. The Smoke-Free Policy is intended to improve the quality of air and the safety of residents, guests, and employees. There are NO exceptions to this policy. Smoking is only permitted in specifically designated outside areas.

1. No person may use, smoke, hold or carry lighted tobacco in any form, including cigarettes, pipes, or cigars, in all DeKalb County Housing Authority (HACD) 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 is also prohibited within all living units.
2. Smoking outside HACD owned properties shall be permitted only in designated smoking areas, which, **effect July 31, 2018, shall be at least 25 feet from the buildings owned by HACD.** 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 HACD owned properties.
3. Persons who smoke in 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 HACD owned property are to report this to the Property Manager or Central Office as soon as possible. HACD'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 updated Smoke-Free Policy. New residents who sign leases effective on or after June 1, 2014 will be given copies of the Smoke-Free Policy and their lease will reflect this policy.

_____ **Initials**





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HACD staff is responsible for fully implementing and enforcing this Smoke-Free Policy, which includes taking steps to insure 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 copy of Smoke-Free Policy
- 2nd Violation will result in a Written Lease Violation
- 3rd Violation will result in a Written Lease Violation
- 4th Violation in any 12 month period will result in a 30 day lease termination

Also, at move out, a cleanup fee of \$300.00 may be added to help cover the costs of the removal of smoke residue from your unit.

New tenants will be given two (2) copies of HACD's Smoke-Free Property Policy. After review, tenant (head of household) will initial page 1 and sign and date page 2. Return the fully executed (signed and dated) policy to HACD Administration and keep the other copy for your records. The HACD's copy will be placed and maintained in your Resident housing file.

TENANT CERTIFICATION

As Head of Household, I have read and understand the above Smoke-Free Policy and I agree to comply fully with the provisions. I understand that failure on my part, other members of the household, and my guests to comply with this Smoke-Free Policy could result in a 30 day eviction notice as outlined above.

Resident's Signature (Head of Household) _____

Unit Number: _____

Date: _____

