**CITY OF LOCKPORT HOUSING AUTHORITY**

 **Smoke-Free Housing Policy**

Smoking will NOT be permitted in the Lockport Housing Authority buildings, including  apartments, in accordance with the the following guidelines.

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Effective June 1, 2014, all current and new residents, all employees, guests and  visitors in and/or on CLHA property will be prohibited from smoking inside the buildings,  common areas, including all housing units.

Any resident, including the members of their household, guests, or visitors will be  considered in violation of the lease if found smoking in any CLHA facility or apartment, or  anywhere on CLHA property that is deemed as a nonsmoking area. Three (3) violations  will be considered to be a repeated violation of the material terms of the lease and will be  cause for eviction.

After the first warning, a cleaning charge of $250.00 may be added to the resident  account for each violation of the policy that occurs in the apartments, building common  areas or any other nonsmoking area on or in CLHA property. (Any cigarette butts not  properly disposed of may also be cause for a cleaning service charge.)

No smoking signs will be posted both outside and inside the common areas of the CLHA  property. Residents will be responsible to inform all their guests and visitors that their  apartment is smoke-free and that their housing may be affected by violators.

Smoking outside any CLHA building or housing unit may be limited and designated  smoking areas will be posted and locations subject to change. Smoking outside any  Housing Authority building will be limited to the following area(s): 15 feet from any  entrance or window, or public sidewalks or as designated.

If the smell of smoke is reported, CLHA will find the source of the smoke and appropriate  action will be taken. Residents are encouraged to promptly give Landlord a  written statement of any incident where tobacco smoke is migrating into the  Resident's unit from sources outside of the Resident's unit.

Upon the adoption of this policy beginning June 1, 2014, all current residents of the Lockport Housing Authority must have a signed copy of our smoke-free agreement form in their file. All new residents will be required to sign a smoke-free agreement form prior to move in.

Policy adopted by CLHA Board on May 22, 2014