

**GRAND RAPIDS HOUSING COMMISSION
Smoke-Free Policy**

**Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace,
Mount Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments**

To insure the quality of air and the safety of residents in Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mount Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments, the Grand Rapids Housing Commission has declared all the formerly named housing developments are smoke-free properties. Smoking is not permitted in any area of the buildings including apartments. All tenants, employees and guests must abide by the following rules and regulations.

1. Smoking is not permitted anywhere in the building, including apartments, in accordance with the following schedule. Effective on June 26, 2010, all current residents, all employees, and all guests of the Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mount Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments will be prohibited from smoking in common areas, apartments, and duplexes. Failure of any resident to follow the Smoke-Free Policy will be considered a Lease violation.
2. "No Smoking" signs will be posted outside and inside of the building.
3. Smoking outside the building is limited to the following area(s), if any:
4. If a resident smells tobacco smoke in any place in the building, they are to report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action.
5. For the health and safety of Grand Rapids Housing Commission employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Grand Rapids Housing Commission enters and remains in your apartment unit. If any resident refuses to put out the burning tobacco or related product prior to the employee or representative entering the apartment or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate your apartment and shall not return until such time as there is no longer any tobacco or related product burning. This may result in a delay of services in your apartment. This incident will also be reported to the office of the affected housing development and be considered a Lease violation.
6. New tenants will be given two (2) copies of the Smoke-Free Policy. After review, the tenant will sign both copies and return one to the on-site Management office. The copy will be placed in the tenant's file.

TENANT CERTIFICATION

I have read and understand the above Smoke-Free Policy and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my Lease.

Lease Holder's Signature: _____

Lease Holder's Signature: _____

Address: _____ Date: _____