



# SMOKE-FREE POLICY IMPLEMENTATION MATERIALS

## ORDER FORM FOR MN MULTI-UNIT HOUSING PROPERTIES

QUANTITY REQUESTED

### SECONDHAND SMOKE & CESSATION INFORMATION (RESOURCES FOR RESIDENTS):

- Conclusions from the 2006 Surgeon General's Report on the dangers of secondhand smoke
- Information on Minnesota's free quit smoking programs

### MATERIALS AVAILABLE TO SMOKE-FREE MINNESOTA PROPERTIES:

\* A copy of your smoke-free policy is required for all of the following materials.

### RESIDENT REMINDERS: "WELCOME TO YOUR SMOKE-FREE HOME"

- Rubber keychain\*
- Magnetic shopping list\*

\* One type of resident reminder per property (ie. shopping list OR keychain); one per unit

### DOOR/WINDOW CLINGS: "WELCOME TO OUR SMOKE-FREE BUILDING"

- English Language Only
- English/Spanish Language
- English/Hmong Language

### LAWN SIGN: "SMOKE-FREE APARTMENTS: NOW RENTING!"

- Send me metal stands for the signs
- Do not send me sign stands

### INTERIOR DOOR PLAQUE: "For the health of all residents and guests, this building is 100% smoke free."

### OUTDOOR BUILDING AND PROPERTY SIGNS:

- "100% Smoke-Free Building" (covers all indoor areas)
- '100% Smoke-Free Building' includes Electronic Cigarettes\*
- "100% Smoke-Free Property" (covers all indoor & outdoor areas)
- '100% Smoke-Free Property' includes Electronic Cigarettes\*
- "No Smoking Beyond this Point" (designates the perimeter of a smoke-free area)

\* 'Electronic cigarettes' must specifically be mentioned in your policy to receive electronic cigarette signs.



Magnetic Notepad  
3.5" X 6"



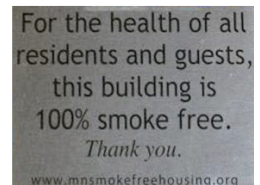
Rubber Key Chain



Window Cling  
4.5" X 6.5"



Lawn Sign  
18" X 24"  
plastic, two-sided



Interior Door Plaque  
3.5" X 5"  
metal, adhesive back



Outdoor Signs  
Metal - 12" X 18"

# PROVIDE THE FOLLOWING INFORMATION TO RECEIVE YOUR FREE MATERIALS:

\*Note: these materials are only available for Minnesota properties; allow 2-3 weeks for delivery.

## SHIPPING INFORMATION:

NAME/TITLE: \_\_\_\_\_

SHIPPING ADDRESS: \_\_\_\_\_

SHIPPING CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

## PROPERTY INFORMATION: (Include the following information for each smoke-free property where signs will be posted)

PROPERTY NAME: \_\_\_\_\_

MANAGEMENT COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

## TYPE OF BUILDING (Check all that apply)

- Apartment       Co-Op       Affordable/Section 8  
 Town Home       Senior Housing       Other \_\_\_\_\_  
 Condominium       Market Rate

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_ TOTAL NUMBER OF UNITS: \_\_\_\_\_

NUMBER OF SMOKE-FREE BUILDINGS: \_\_\_\_\_ NUMBER OF SMOKE-FREE UNITS: \_\_\_\_\_

DATE POLICY WENT INTO EFFECT: \_\_\_\_\_

## SMOKE-FREE POLICY DETAILS (Check all that apply)

- Smoking Prohibited in All Units       Smoking Prohibited in Entryways  
 Smoking Prohibited in Some Units       Smoking Prohibited on Entire Property  
(explain) \_\_\_\_\_       Electronic Cigarettes are prohibited in All Units  
 Other \_\_\_\_\_  
 Current Smokers Grandfathered Until \_\_\_\_\_ Number of Smokers Grandfathered \_\_\_\_\_

\*To receive our signage, your smoke-free policy must cover at minimum, 100% of the indoor of the building.

To confirm that a property is smoke free, Live Smoke Free must receive a copy of the property's smoke-free policy before shipping your sign order.

- I have attached my smoke-free policy  
 I will send my smoke-free policy via mail, e-mail or fax

\* Live Smoke Free reserves the right to limit an order based on the quantities of materials available.

\* To access this order form online, visit:  
<http://www.mnsmokefreehousing.org/landlords/links.html>

### RETURN FORM TO:

#### Live Smoke Free

2395 University Avenue W, Suite 310  
St. Paul, MN 55114-1512

Email: [info@mnsmokefreehousing.org](mailto:info@mnsmokefreehousing.org)

Phone: (651) 646-3005

FAX: (651) 646-0142

### \*INTERNAL USE\*

Date Signs Sent: \_\_\_\_\_

Filled by: \_\_\_\_\_

Policy Received? \_\_\_\_\_

Policy Scanned? \_\_\_\_\_

Building in DB? \_\_\_\_\_

Sign order in DB? \_\_\_\_\_