*As set forth in Beverly Hills Municipal Code sections 5-4-18 and 5-4-19, landlords and homeowners associations of multi-unit properties in Beverly Hills must provide written notice to all residents regarding the City’s smoking regulations. This must be provided prior to January 1, 2018. A landlord or homeowners association does not need to provide this written notice if smoking is already prohibited in all common areas and units.*

*A sample notification letter is included on the next page and may be used to comply with the requirements set forth in the Municipal Code.*

# LANDLORD / HOMEOWNERS ASSOCIATION / COMPANY LETTER HEAD

**Date**

RE: NEW SMOKE-FREE MULTI-UNIT HOUSING ORDINANCE

Dear **Resident**,

On October 3, 2017, the City Council adopted a Smoke-Free Multi-Unit Housing Ordinance that prohibits smoking in multi-family residences.

The smoking regulations apply to traditional tobacco smoke, electronic cigarettes/vaping devices, and marijuana smoke. California Health and Safety Code prohibits the smoking of cannabis or cannabis products in a location where smoking tobacco is prohibited.

* Smoking is prohibited in all common areas of this property beginning January 1, 2018.
* Any unit that is governed by a lease that was entered into on or after January 1, 2018 is designated as a non-smoking unit.
* Any unit that is governed by a lease that was entered into before January 1, 2018 will be designated as a non-smoking unit when the lease is renewed or extended, or January 1, 2019, whichever is earlier.
* All units, including both renter and owner occupied units, will become non-smoking beginning January 1, 2019.

For more information regarding this new law, please visit [www.beverlyhills.org/smoking](http://www.beverlyhills.org/smoking). To report a smoking violation, please contact the City of Beverly Hills Community Preservation Program between the hours of 7:30 a.m. and 5:30 p.m. Monday - Thursday and 8:00 a.m. and 5:00 p.m. on Fridays at (310) 285-1119.

If you have questions or concerns, please do not hesitate to contact me by email at **email address** or by phone at **phone number**.

Thank you,

**Name**

**Title**

**Company**