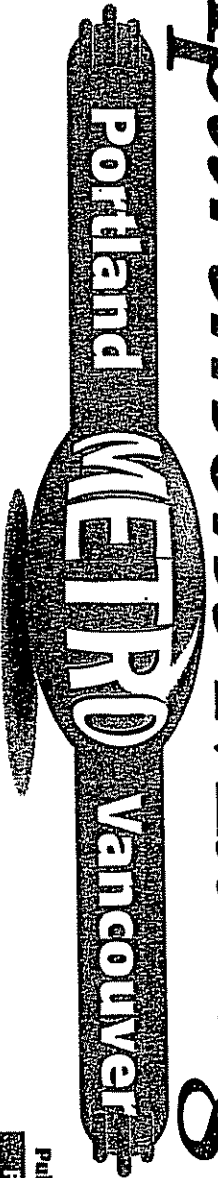


Over 50% of All Metro Apartment Manager Newspapers are Mailed to Apartment Owners

# the Apartment Manager



Published 11 Years  
February 2007

Monthly Circulation to More Than 20,000 in Portland/Vancouver Apartment Owners, Property Managers, On-Site & Maintenance Personnel

Professional Publishing, Inc

Vol. CXIII Issue 2

Published in association with: METRO Multifamily Housing Association; Rental Housing Association of Oregon; IREM & Clark County Rental Association

## Non-Profit Wins I. Don Turner Prize For Affordable Housing

The \$50,000 inaugural I. Donald Turner Prize was awarded to CCC, a nonprofit organization, at the Latham Hotel in Washington, D.C. The grant, administered by the Center for Community Innovation at the University of California, Berkeley, recognized CCC's 8NW8 building, built to the City of Portland's Affordable Housing Green Building Guidelines in the historic Pearl District of Portland, Ore.

The award was created in the memory of Turner, an affordable housing builder who died 10 years ago during a humanitarian mission to Bosnia. CCC works to

*Continued on page 4*

## How Do I Enforce A No-Smoking Rule at My Rental Properties?

A no-smoking rule may be one of the most important things you can do to protect your rental property from damage, excessive cleaning, and fires. No-smoking rules also protect your tenants from secondhand smoke, a major health hazard, protecting you from potential legal liability.

Plus, smokefree living is in high demand, meaning that you can attract and keep good tenants



by offering this valuable amenity. A recent survey found that three out of four renters in the

Portland-Vancouver metro area would prefer to live in a non-smoking building, and about half of smoking tenants already smoke outside of their units. (See the survey at [www.lungoregon.com](http://www.lungoregon.com))

No-smoking rules are entirely legal, even inside individual units. You can adopt a no-smoking rule following the same

*Continued on page 11*

domestic violence was brought up for discussion. The landlord-tenant coalition is discussing making some changes to the current domestic

*Continued on page 11*

Chapter 29

Institute of  
Real Estate  
IREM Management

### 2007 Courses

March 15 - 16, 2007  
FIN 402 - Investment Real Estate  
Financial Tools  
Instructor: TBD  
Location: TBD

April 16 - 17, 2007  
MkL 406 - Marketing and

*Continued on page 1*



Clark County Rental Association

Welcome to 2007

## How Do I Enforce A Non Smoking Rule

*Continued from page 11*

process as any other rule change, by adding it to your lease, giving tenants adequate notice and making sure they sign the rule change.

Now that you know the reasons for adopting a no-smoking rule, you may be wondering how to enforce it. Here is what local landlords have told us about their enforcement strategies:

"We do an addendum to the lease and tenants have to sign it."  
 "I have them sign a thing saying that if they smoke they are responsible for bringing it back to condition, including drapes, carpets. So, they're on the hook for several thousand dollars. So far it's been bulletproof."  
 "We give them a verbal warning, send in maintenance for a follow-up inspection, then a 10-day notice. If they're still doing it."

"Our policy is that we charge \$250 on first offense. If they don't pay, they get a notice to vacate. On the second offense, we fine them and ask them to leave."

Whenever you change a house rule or modify your lease, you have to give tenants advance notice. But giving tenants notice is also very important because it will help you gain compliance with the policy. You might want to go "over and above" your normal procedures for announcing rule changes. A little bit of extra

work at the beginning could help you avoid hassles later on.

Here are some things you can do to make sure everyone knows about the new rule:

- ✓ Hold a meeting
- ✓ Send memos to tenants
- ✓ Talk to individual tenants
- ✓ Post flyers in the halls
- ✓ Give tenants at least 30 days notice (60-90 is better)
- ✓ Tell prospective tenants about the rule
- ✓ Point out the rule when tenants sign or renew their lease
- ✓ Post signs in your building
- ✓ Market your building as non-smoking wherever you list vacancies ([www.housingconnections.org](http://www.housingconnections.org) lets you list your smoking rules)

Below are messages that you can include in tenant handouts, memos, or flyers that will help you explain the rule to tenants.

A no-smoking rule will do lots of good things, but here are the top 3 reasons why it's a good idea:

1. You will be safer from fires
2. The air will be healthier for everybody who lives here
3. There will be less damage to the units

Our no-smoking rule is not a 'no-smoker rule.' Smokers will simply have to step outside to the designated area. We understand this may be an inconvenience for you, and we appreciate your help in keeping our property clean and safe for ALL our tenants. The Oregon Tobacco Quit Line is a free service that can help you quit smoking: 1-800-QUIT-NOW.

Facts about Smoking & Secondhand Smoke:  
 ✓ Secondhand smoke has over 4000 chemicals, and at least 43 of them

cause cancer. The chemicals include arsenic, formaldehyde, carbon monoxide, and benzene.

- ✓ Secondhand smoke is especially bad for children, the elderly, and people with health problems.
- ✓ Ventilation systems cannot remove the cancer-causing chemicals in secondhand smoke.
- ✓ Smoking is the number one cause of residential fire deaths.
- ✓ Smokers have been sued by neighbors who have been hurt by second-hand smoke.

*Continued from page 15*

# FREE SUBSCRIPTION



PROPERTY NAME	PHONE
NAME	
ADDRESS	

If you are not receiving Metro Apartment Manager, please fax or send for your FREE subscription to Professional Publishing, Inc., PO Box 698, Portland, OR 97207-0698 • (503) 221-1260 • fax (503) 221-1545