**GREENWOOD HOUSING AUTHORITY**

**SMOKE FREE HOUSING POLICY**

**LEASE ADDENDUM AND HOUSE RULES AMENDMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge receipt of Greenwood Housing Authority’s Smoke Free Housing Policy which will become effective on July 30, 2018.

Print Name

I acknowledge that I have read and agree to abide by the Smoke Free Housing Policy and understand that it is included and has become a binding and enforceable part of my lease with Greenwood Housing Authority as well as the House Rules and that any violations of said policy will result in the following:

**1st Violation**

1. The Housing Authority will have an informal meeting with the resident and issue a verbal warning referencing the section of the Lease that has been violated

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1. The Housing Authority will provide the resident a copy of the Policy and cessation materials.

1. The Housing Authority will require the resident to sign an Acknowledgement of Verbal Warning and an agreement not to violate the Policy again or face further action.
2. The Housing Authority will document the resident file.

**2nd Violation**

1. The Housing Authority will send a written warning to the resident citing the section of the Lease that has been violated.
2. The Housing Authority will provide the resident a copy of the Policy and cessation materials.

1. The Housing Authority will require the resident to sign an Acknowledgement of Written Warning and an agreement not to violate the Policy again or face further action.
2. The Housing Authority will document the resident file.

**3rd Violation**

The GHA will initiate the required action to terminate the Lease.

ALL RESIDENTS WHO ARE 18 YEARS OLD OR OLDER MUST SIGN BELOW:

Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAILURE TO SIGN THE ATTACHED LEASE ADDENDUM/HOUSE RULES AMENDMENT WILL BE CONSIDERED A LEASE VIOLATION AND PUT YOU AT RISK OF EVICTION.