

[INSERT CONDOMINIUM LETTERHEAD]

DATE: _____
TO: All Unit Owners of *[Condominium]*
FROM: Building Management
RE: Local Law 147 - Smoking Policy

Dear Unit Owners:

Recently the City Council of New York enacted Local Law 147, entitled “Disclosure of Smoking Policies for Class A Multiple Dwellings” (“LL147”). LL147 requires all residential buildings in New York City, including co-ops and condos, to adopt a building-wide smoking policy by no later than August 28, 2018.

The law requires that the copy of the smoking policy (and any material changes thereafter made to it) must be provided to all unit owners and publicly displayed in the building. The law also requires that the smoking policy be incorporated into the building’s by-laws and/or house rules. LL147 does not require that any specific prohibitions be included in a building’s smoking policy.

The *[Condominium]* has adopted a smoking policy in accordance with LL147, as follows:

SMOKING POLICY:

[INSERT SMOKING POLICY LANGUAGE]

This memorandum will serve as the required notification to the Unit Owners under LL147. Notice of material changes, if any, will be provided in like manner to all Unit Owners. In addition, a copy of the smoking policy (and any future material changes thereto) will be permanently displayed in the lobby *[and/or other public area of building, as appropriate/applicable]* of the Condominium building in accordance with LL147.

Thank you for your cooperation.

[appropriate signature]