

MULTI-UNIT HOUSING CHARACTERISTICS (for new sites only)

Name:		Multi-Unit Housing Type: (select best match)	Individual/Governing Body Working With on Policy Assessment:
Address:		<input type="checkbox"/> Public housing (government-owned)	<input type="checkbox"/> Individual building/complex owner, property manager, or landlord
County:	Zip:	<input type="checkbox"/> Private government-assisted housing (i.e., Section 8 housing)	<input type="checkbox"/> County Public Housing Authority
Number of Units:		<input type="checkbox"/> Private market rate housing	<input type="checkbox"/> City/Municipal Public Housing Authority
Number of Residents:		<input type="checkbox"/> Other, please specify: _____	<input type="checkbox"/> Regional Public Housing Authority
Number of housing sites (if applicable):		Check only if applicable: <input type="checkbox"/> Older adult housing	<input type="checkbox"/> Private parent management company/corporation
			<input type="checkbox"/> Other, please specify: _____

Multi-Unit Housing Site Policy Index

Implementation: (Score ____/ 8 pts.) <input type="checkbox"/> Residents surveyed [stakeholder engagement] (1 pt.) <input type="checkbox"/> Resident board approval granted [stakeholder engagement] (1 pt.) <input type="checkbox"/> Tenants informed of policy changes and timeline for change (2 pts.) <input type="checkbox"/> Staff informed of policy change, and provided resources and/or training (1 pt.) <input type="checkbox"/> Direct cessation services provided on site (2 pts.) <input type="checkbox"/> Referrals and cessation resources provided (1 pt.)		Environment: (Score ____/ 6 pts.) <input type="checkbox"/> Policy clearly states that it applies to all residents, guests, and staff (2 pts.) <input type="checkbox"/> Policy applies to smoking in all indoor spaces (including individual units, balconies, and common/public spaces) (2 pts.) <input type="checkbox"/> Policy also prohibits outdoor smoking on the premises (e.g. no designated smoking areas) (1 pt.) <input type="checkbox"/> Property advertised as smoke-free (e.g. signs displayed, etc.) (1 pt.)	
Policy: (Score ____/ 7 pts.) <input type="checkbox"/> Language clearly written into all new lease agreements (1 pt.) <input type="checkbox"/> Language clearly written into all existing agreements (e.g. addendums) (3 pt.) <input type="checkbox"/> Policy defines smoking* (2 pts.) <input type="checkbox"/> Policy includes e-cigarettes in definition of prohibited smoking devices (1 pt.)		Enforcement: (Score ____/ 5 pts.) <input type="checkbox"/> Consequences for violation explicitly stated in policy (2 pts.) <input type="checkbox"/> Inspections performed upon reasonable suspicion of violation (2 pts.) <input type="checkbox"/> Active enforcement plan included in policy (1 pt.)	
Total Rating: _____ / 26 pts.		*Smoking is defined as inhaling, exhaling, breathing, carrying, burning or possessing a lighted cigar, cigarette, pipe, or other tobacco product or similar lighted product in any manner or form	

SAMPLE Multi-Unit Housing Policy Index used in parts of Pennsylvania