

Documenting Your Efforts for Smoke-Free Housing

Use this form to keep track of everything you do or say to try to resolve problems with tobacco smoke intrusion in your unit. Be as specific as possible and include names, dates, location, witnesses, etc. and keep copies of any correspondence. This type of information can be helpful if you decide to file a Federal Housing Act complaint or pursue a lawsuit.

Date, Time, Location (if applicable)	Type of Communication (Letter, phone call, e-mail, etc.)	Who did you talk to or write to?	What was the purpose and what did you ask for?	What happened?