**MARIN COUNTY SMOKING/VAPING COMPLAINT INTAKE FORM**

Use as much space as needed to provide details so that we can send an educational letter to your property manager or homeowner’s association or other business.

**Date:**

**(Your) name:**

**Your local physical address:**

**Your email address**:

**Your phone number**:

**Do you prefer confidentiality/anonymity?**  \_\_Yes \_ No

**Location of alleged violation – please indicate name of business, multi-unit housing complex and the town or city that it is located in (where it gets its business license):**

\_\_\_\_Business or Restaurant

\_\_\_ Outdoor Area Smoking Violation (bus stop, cafe, park, etc.):

\_\_\_\_Apartment:

\_\_\_\_Condo/Townhouse/ Duplex (circle one if not **apartment):**

**Check where smoking violations are occurring:**

Indoor smoking \_\_\_\_

Outdoor Smoking (i.e. entrance, balcony, patio, common areas such as pool, describe details):\_\_\_\_\_\_

Other (please describe):

**Address or Unit # where the smoking ordinance violation is occurring**:

**Homeowners’ Association (HOA) Name, Email and Physical Address:**

**Name of (Apartment or Condo) Management Company:**

**Telephone** and **Email**of **Property Manager**:

**Description of alleged violation** including dates, times and other specific details and observations that

might serve as evidence of smoking or vaping (if possible):

**What was smoked?**  Tobacco (cigarettes, cigars, cigarillos) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marijuana/Cannabis\_\_\_\_\_\_\_\_\_\_ Other (hookah, meth, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are smoke-free signs posted**? Yes\_\_\_\_ No\_\_\_\_

**Describe any past attempts at resolution and results:**

**Health symptoms from exposure or details that may be helpful (presence of infants or children, etc.):**

Does your complex have a smoke-free lease amendment or policy? If so, please attach a copy with this form.   Email your completed form to:  [**complaints@smokefreemarin.com**](mailto:complaints@smokefreemarin.com) **or volunteers@smokefreemarin.com.**