

**United Mutual Smoke Free  
Building Designation Checklist**  
**PETITIONER**

\_\_\_\_\_  
Manor Number

<b>Timeline</b>	<b>Date and/or Checked Off</b>
Primary Contact Person:	
Phone Number:	
“Petition for Designating Building as Smoke-Free” - signature of Petitioner required	
Distribution of “Petition Agreement Forms” (one for each Manor <sup>1</sup> )	
Distribution of “Smoke-Free Amendment to Occupancy Agreement”	
Distribution of “Procedure for Designation of a Building as Smoke-Free”	
Receipt of Petition Agreement Forms – one for each Manor, signed and notarized	
Receipt of Smoke-Free Amendment to Occupancy Agreement, – one for each Manor, signed	
Submission of Fully Executed Petition, Petition Agreement Forms and Smoke-Free Amendment to Occupancy Agreement to United as one complete packet (“Submission”)	
Board to Schedule Hearing within 60 days of Submission, if verified	
Members Notified of Hearing (via mail by legal counsel) with enclosed “Covenant to Run with the Land Regarding Designation of a Building as Smoke-Free” –must be signed and notarized by all Applicable Members and returned within 30 days	

<sup>1</sup> Petitioner must also complete a Petition Agreement Form for his/her Manor.

Hearing Held – Applicable Members may attend	
Approval of Petition by the Board?	
Hearing Results mailed to members (Board)	
Certified mailing of executed Amendments (also signed by Board) to Members by Board	
Receipt of Notarized Covenants by Board – to be recorded with County Recorder	
Certified mailing of Recorded Notarized Covenants to Member by Board	
Items above verified by counsel	
Conversion Date Set	