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Fair Housing Rights

Notes

© Fair Housing Justice Center, Inc (FHJC)
July, 2012
Important Message for Renters

At the Fair Housing Justice Center (FHJC), we understand that locating affordable rental housing is no simple or easy matter. Finding just the right apartment or home can be a time-consuming, confusing, costly, and often frustrating process. Locating a place to live can also be an exciting time filled with new opportunities and challenges. Whatever your experience, the process of locating suitable rental housing requires a lot of hard work and demands that you give careful thought and consideration to a wide variety of factors. This Rental Search Log is designed to help you as you search for suitable rental housing.

This Rental Search Log enables you to keep track of your search for a home or apartment so that you can more easily evaluate the full range of choices that are available to you. Use the Rental Contact sheets in this Log to record information obtained from rental housing providers you call or visit. Take notes about your likes and dislikes after viewing rental units. Keep track of rents, security deposits, lease terms, as well as the features and amenities for each rental unit. Having this information can help you compare all of your options and make an informed decision about where you want to live.

Fair housing is the law of the land. Local, state, and federal fair housing laws that make certain forms of housing discrimination illegal. Fair housing is a civil right that protects all of us from unlawful discrimination. As you search for housing, you have a right to freely choose a place to live without being subjected to illegal discrimination. Once you have found a place to live, you also have a right to reside in and enjoy the housing free from discrimination. Hopefully, you will never encounter housing discrimination, but it is still important that you know your rights. A more detailed description of your fair housing rights appears in the back of this Log for your information and convenience.

Keep in mind that finding a place to live takes time. Try not to get discouraged if you are unable to locate something you like on your first few visits. Be persistent, do not give up, and make an informed choice—one that is best for you and everyone in your household.
Rental Contact No:_______

How Did You Find Out About the Available Rental Housing?
- Newspaper Ad □ Internet Posting □ Referral □ Other

Please list the specific source (which newspaper, website, or person):

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- Broker/Salesperson □ Property Manager/Leasing Agent □ Owner □ Superintendent
- Other:____________________ Phone #(s)__________________

E-Mail (if applicable): ________________ Company Name: (if known)_____________

General Comments:

RENTAL UNIT INFORMATION

Address of Unit for Rent:________________________

Apartment # (if applicable) #:_________ Number of Bedrooms:_______ Number of Baths:_______
- Apartment □ House □ Townhouse □ Condo Unit □ Co-op Unit
- Other:____________________

Date Available:________________________ Application Fee: $________________________

Rent Asked: $________________________ Security Deposit Required: $________________________

Other Fees (describe):________________________

Type of Rental Agreement/Length of Lease:________________________

Utilities Included in Rent: □ Heat □ Electric □ Water □ Gas

Type of Heat Provided:________________________

Type of Air Conditioning: □ Central □ Window Unit □ None

Appliances Included in Rent: □ Stove □ Refrigerator □ Dishwasher

Amenities/Services Included in Rent: □ Parking □ Laundry Room □ Cable

Other:________________________

Total # of Units in Building:___________ □ Walk-Up □ Elevator
- Pets Allowed - Restrictions/Fees:________________________
- Will Accept Rental Subsidy (if applicable) □ Rent Stabilized
- Reason(s) for Deciding Not to Rent Unit:________________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

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Name of Agent Contacted:
☐ Broker/Salesperson  ☐ Property Manager/Leasing Agent  ☐ Owner  ☐ Superintendent
☐ Other: ____________ Phone #(#s) ____________

E-Mail (if applicable): ____________ Company Name: (if known) ____________

General Comments: ____________________________

RENTAL UNIT INFORMATION

Address of Unit for Rent: ____________________________

Apartment # (if applicable) #: ____________ Number of Bedrooms: ____________

☐ Apartment  ☐ House  ☐ Townhouse  ☐ Condo Unit  ☐ Co-op Unit
☐ Other: ____________________________

Date Available: ____________ Application Fee: $ ____________

Rent Asked: $ ____________ Security Deposit Required: $ ____________

Other Fees (describe): ____________________________

Type of Rental Agreement/Length of Lease: ____________________________

Utilities Included in Rent: ☐ Heat  ☐ Electric  ☐ Water  ☐ Gas

Type of Heat Provided: ____________________________

Type of Air Conditioning: ☐ Central  ☐ Window Unit  ☐ None

Appliances Included in Rent: ☐ Stove  ☐ Refrigerator  ☐ Dishwasher

Amenities/Services Included in Rent: ☐ Parking  ☐ Laundry Room  ☐ Cable

Other: ____________________________

Total # of Units in Building: ____________ ☐ Walk-Up  ☐ Elevator

☐ Pets Allowed – Restrictions/Fees:

☐ Will Accept Rental Subsidy (if applicable)  ☐ Rent Stabilized

☐ Reason(s) for Deciding Not to Rent Unit:

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

__________________________________________

Comments: ____________________________


Rental Contact No:______

How Did You Find Out About the Available Rental Housing?

- Newspaper Ad  □ Internet Posting  □ Referral  □ Other

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- Other: __________________________  Phone #(s): ________________________

E-Mail (if applicable): __________________________  Company Name: (if known) __________________________

General Comments:

RENTAL UNIT INFORMATION

Address of Unit for Rent: __________________________

Apartment # (if applicable) #: ________  Number of Bedrooms: ________  Number of Baths: ________

- Apartment  □ House  □ Townhouse  □ Condo Unit  □ Co-op Unit
- Other: __________________________

Date Available: ________  Application Fee: $ ________

Rent Asked: $ ________  Security Deposit Required: $ ________

Other Fees (describe): __________________________

Type of Rental Agreement/Length of Lease: __________________________

Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

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Type of Air Conditioning: □ Central  □ Window Unit  □ None

Appliances Included in Rent: □ Stove  □ Refrigerator  □ Dishwasher

Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable

Other: __________________________

Total # of Units in Building: ________  □ Walk-Up  □ Elevator

- Pets Allowed – Restrictions/Fees: __________________________

- Will Accept Rental Subsidy (if applicable)  □ Rent Stabilized

- Reason(s) for Deciding Not to Rent Unit: __________________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

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Rental Contact No:_______

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General Comments:________________________

RENTAL UNIT INFORMATION

Address of Unit for Rent:________________________

Apartment # (if applicable) #:_________ Number of Bedrooms:_______ Number of Baths:_______

- Apartment  [ ] House  [ ] Townhouse  [ ] Condo Unit  [ ] Co-op Unit
- Other:________________________

Date Available:________________________ Application Fee: $________________________

Rent Asked: $________________________ Security Deposit Required: $________________________

Other Fees (describe):________________________

Type of Rental Agreement/Length of Lease:________________________

Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

Type of Heat Provided:________________________

Type of Air Conditioning: □ Central  □ Window Unit  □ None

Appliances Included in Rent: □ Stove  □ Refrigerator  □ Dishwasher

Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable

Other:________________________

Total # of Units in Building:_________ □ Walk-Up  □ Elevator

- Pets Allowed – Restrictions/Fees:________________________
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**RENTAL UNIT INFORMATION**

Address of Unit for Rent: __________________

Apartment # (if applicable) #: ________ Number of Bedrooms: ________ Number of Baths: ________
- Apartment  - House  - Townhouse  - Condo Unit  - Co-op Unit
- Other: __________________ Phone #(s): __________________

Date Available: _____________ Application Fee: $ _____________

Rent Asked: $ _____________ Security Deposit Required: $ _____________

Other Fees (describe): __________________

Type of Rental Agreement/Length of Lease: __________________

Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

Type of Heat Provided: __________________

Type of Air Conditioning: □ Central  □ Window Unit  □ None

Appliances Included in Rent: □ Stove  □ Refrigerator  □ Dishwasher

Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable

Total # of Units in Building: ________ □ Walk-Up  □ Elevator

Pets Allowed – Restrictions/Fees: __________________

Will Accept Rental Subsidy (if applicable)  □ Rent Stabilized

Reason(s) for Deciding Not to Rent Unit: __________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments: __________________

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Rental Contact No:_____

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General Comments:

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RENTAL UNIT INFORMATION

Address of Unit for Rent:________________________

Apartment # (if applicable) #: ________  Number of Bedrooms:______  Number of Baths:______
- Apartment  □ House  □ Townhouse  □ Condo Unit  □ Co-op Unit
- Other:________________________

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Other:________________________

Total # of Units in Building:__________  □ Walk-Up  □ Elevator
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Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

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Other:_________________________

Total # of Units in Building:__________ □ Walk-Up  □ Elevator
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If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

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Comments:_________________________
Rental Contact No:_______

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E-Mail (if applicable): _____________________________ Company Name: (if known) _____________________________

General Comments: _____________________________

RENTAL UNIT INFORMATION

Address of Unit for Rent: _____________________________

Apartment # (if applicable) #: _________ Number of Bedrooms: _________ Number of Baths: _________
☐ Apartment  ☐ House  ☐ Townhouse  ☐ Condo Unit  ☐ Co-op Unit
☐ Other: _____________________________

Date Available: ______________ Application Fee: $ ______________

Rent Asked: $ ______________ Security Deposit Required: $ ______________

Other Fees (describe): _____________________________

Type of Rental Agreement/Length of Lease: _____________________________

Utilities Included in Rent: ☐ Heat  ☐ Electric  ☐ Water  ☐ Gas

Type of Heat Provided: _____________________________

Type of Air Conditioning: ☐ Central  ☐ Window Unit  ☐ None

Appliances Included in Rent: ☐ Stove  ☐ Refrigerator  ☐ Dishwasher

Amenities/Services Included in Rent: ☐ Parking  ☐ Laundry Room  ☐ Cable

Other: _____________________________

Total # of Units in Building: _________ ☐ Walk-Up  ☐ Elevator

☐ Pets Allowed – Restrictions/Fees: _____________________________

☐ Will Accept Rental Subsidy (if applicable)  ☐ Rent Stabilized

☐ Reason(s) for Deciding Not to Rent Unit: _____________________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments: _____________________________

Comments: _____________________________
Rental Contact No:_______

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RENTAL UNIT INFORMATION

Address of Unit for Rent:

Apartment # (if applicable) #:_________ Number of Bedrooms:_________ Number of Baths:_________
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Date Available:________________________ Application Fee: $________________________

Rent Asked: $________________________ Security Deposit Required: $________________________

Other Fees (describe):

Type of Rental Agreement/Length of Lease:

Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

Type of Heat Provided:

Type of Air Conditioning: □ Central  □ Window Unit  □ None

Appliances Included in Rent: □ Stove  □ Refrigerator  □ Dishwasher

Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable

Other:

Total # of Units in Building:_________ □ Walk-Up  □ Elevator

Pets Allowed – Restrictions/Fees:

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Reason(s) for Deciding Not to Rent Unit:

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E-Mail (if applicable):__________________________ Company Name: (if known)________________________
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RENTAL UNIT INFORMATION

Address of Unit for Rent:
Apartment # (if applicable) #:_________ Number of Bedrooms:_______ Number of Baths:_______
= Apartment  □ House  □ Townhouse  □ Condo Unit  □ Co-op Unit
= Other:________________________
Date Available:_______________ Application Fee: $________________________
Rent Asked: $____________________ Security Deposit Required: $____________________
Other Fees (describe):________
Type of Rental Agreement/Length of Lease:________________________
Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas
Type of Heat Provided:
Type of Air Conditioning: □ Central  □ Window Unit  □ None
Appliances Included in Rent: □ Stove  □ Refrigerator □ Dishwasher
Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable
Other:________________________
Total # of Units in Building:_______ □ Walk-Up  □ Elevator
= Pets Allowed – Restrictions/Fees:
= Will Accept Rental Subsidy (if applicable) □ Rent Stabilized
= Reason(s) for Deciding Not to Rent Unit:

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments:________________________
Rental Contact No:______

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Name of Agent Contacted:
- Broker/Salesperson  [ ] Property Manager/Leasing Agent  [ ] Owner  [ ] Superintendent
- Other:_________________ Phone #(s)_________________

E-Mail (if applicable):_________________ Company Name: (if known)_________________

General Comments:

RENTAL UNIT INFORMATION

Address of Unit for Rent:_________________

Apartment # (if applicable) #:_________ Number of Bedrooms:_______ Number of Baths:_______
- Apartment  [ ] House  [ ] Townhouse  [ ] Condo Unit  [ ] Co-op Unit
- Other:_________________

Date Available:______________ Application Fee: $______________

Rent Asked: $______________ Security Deposit Required: $______________

Other Fees (describe):_________________

Type of Rental Agreement/Length of Lease:_________________

Utilities Included in Rent: [ ] Heat  [ ] Electric  [ ] Water  [ ] Gas

Type of Heat Provided:_________________

Type of Air Conditioning: [ ] Central  [ ] Window Unit  [ ] None

Appliances Included in Rent: [ ] Stove  [ ] Refrigerator  [ ] Dishwasher

Amenities/Services Included in Rent: [ ] Parking  [ ] Laundry Room  [ ] Cable

Other:_________________

Total # of Units in Building:__________ [ ] Walk-Up  [ ] Elevator

[ ] Pets Allowed – Restrictions/Fees:

[ ] Will Accept Rental Subsidy (if applicable)  [ ] Rent Stabilized

[ ] Reason(s) for Deciding Not to Rent Unit:

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments:

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RENTAL UNIT INFORMATION

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- Apartment □ House □ Townhouse □ Condo Unit □ Co-op Unit
- Other:__________________________

Date Available:_______________ Application Fee: $__________________________

Rent Asked: $__________________ Security Deposit Required: $__________________________

Other Fees (describe):__________________________

Type of Rental Agreement/Length of Lease:__________________________

Utilities Included in Rent: □ Heat □ Electric □ Water □ Gas

Type of Heat Provided:__________________________

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Appliances Included in Rent: □ Stove □ Refrigerator □ Dishwasher

Amenities/Services Included in Rent: □ Parking □ Laundry Room □ Cable

Other:__________________________

Total # of Units in Building:___________ □ Walk-Up □ Elevator
- Pets Allowed – Restrictions/Fees:
- Will Accept Rental Subsidy (if applicable) □ Rent Stabilized
- Reason(s) for Deciding Not to Rent Unit:

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General Comments:_________________

RENTAL UNIT INFORMATION

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Other Fees (describe):_________________

Type of Rental Agreement/Length of Lease:_________________

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Type of Heat Provided:_________________

Type of Air Conditioning: ☐ Central  ☐ Window Unit  ☐ None

Appliances Included in Rent: ☐ Stove  ☐ Refrigerator  ☐ Dishwasher

Amenities/Services Included in Rent: ☐ Parking  ☐ Laundry Room  ☐ Cable

Other:_________________

Total # of Units in Building:_________  ☐ Walk-Up  ☐ Elevator
☐ Pets Allowed – Restrictions/Fees:_________________
☐ Will Accept Rental Subsidy (if applicable)  ☐ Rent Stabilized
☐ Reason(s) for Deciding Not to Rent Unit:_________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments:_________________

________________________________________
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Rental Contact No:______

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General Comments:
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RENTAL UNIT INFORMATION

Address of Unit for Rent:
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Apartment # (if applicable) #:________ Number of Bedrooms:________ Number of Baths:________

[ ] Apartment  [ ] House  [ ] Townhouse  [ ] Condo Unit  [ ] Co-op Unit

[ ] Other:__________________________

Date Available:____________ Application Fee: $____________

Rent Asked: $____________ Security Deposit Required: $____________

Other Fees (describe):
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Type of Rental Agreement/Length of Lease:__________________________

Utilities Included in Rent: [ ] Heat  [ ] Electric  [ ] Water  [ ] Gas

Type of Heat Provided:
____________________________________________________________________________________

Type of Air Conditioning: [ ] Central  [ ] Window Unit  [ ] None

Appliances Included in Rent: [ ] Stove  [ ] Refrigerator  [ ] Dishwasher

Amenities/Services Included in Rent: [ ] Parking  [ ] Laundry Room  [ ] Cable

Other:__________________________

Total # of Units in Building:________ [ ] Walk-Up  [ ] Elevator

[ ] Pets Allowed – Restrictions/Fees:

[ ] Will Accept Rental Subsidy (if applicable)  [ ] Rent Stabilized

[ ] Reason(s) for Deciding Not to Rent Unit:
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If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):
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Comments:
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Other:________________________

Total # of Units in Building:___________  □ Walk-Up  □ Elevator

Pets Allowed – Restrictions/Fees:________________________

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☐ Apartment  ☐ House  ☐ Townhouse  ☐ Condo Unit  ☐ Co-op Unit
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Date Available: _______________ Application Fee: $ ___________________________

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E-Mail (if applicable): ______________________ Company Name: (if known) ______________________

General Comments: ______________________

RENTAL UNIT INFORMATION

Address of Unit for Rent: ______________________

Apartment # (if applicable): _______ Number of Bedrooms: _______ Number of Baths: _______

☐ Apartment  ☐ House  ☐ Townhouse  ☐ Condo Unit  ☐ Co-op Unit

☐ Other: ______________________

Date Available: ________________ Application Fee: $ ______________________

Rent Asked: $ ______________________ Security Deposit Required: $ ______________________

Other Fees (describe): ______________________

Type of Rental Agreement/Length of Lease: ______________________

Utilities Included in Rent: ☐ Heat  ☐ Electric  ☐ Water  ☐ Gas

Type of Heat Provided: ______________________

Type of Air Conditioning: ☐ Central  ☐ Window Unit  ☐ None

Appliances Included in Rent: ☐ Stove  ☐ Refrigerator  ☐ Dishwasher

Amenities/Services Included in Rent: ☐ Parking  ☐ Laundry Room  ☐ Cable

☐ Other: ______________________

Total # of Units in Building: _______ ☐ Walk-Up  ☐ Elevator

☐ Pets Allowed – Restrictions/Fees: ______________________

☐ Will Accept Rental Subsidy (if applicable) ☐ Rent Stabilized

☐ Reason(s) for Deciding Not to Rent Unit: ______________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

Comments: ______________________

Comments: ______________________
Rental Contact No:_______

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General Comments:

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  □ Other:_________________ Phone #(#s)_________________

Date Available:_________________ Application Fee: $_________________

Rent Asked: $_________________ Security Deposit Required: $_________________

Other Fees (describe):_________________

Type of Rental Agreement/Length of Lease:_________________

Utilities Included in Rent: □ Heat  □ Electric  □ Water  □ Gas

Type of Heat Provided:_________________

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Appliances Included in Rent: □ Stove  □ Refrigerator  □ Dishwasher

Amenities/Services Included in Rent: □ Parking  □ Laundry Room  □ Cable

Other:_________________

Total # of Units in Building:_________ □ Walk-Up  □ Elevator

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  □ Will Accept Rental Subsidy (if applicable)  □ Rent Stabilized

  □ Reason(s) for Deciding Not to Rent Unit:_________________

If Housing Provider Did Not Rent to You, What Reasons Were Given (if any):

________________________________________________________________________
________________________________________________________________________

Comments:

________________________________________________________________________
________________________________________________________________________
Rental Contact No:_______

How Did You Find Out About the Available Rental Housing?
- Newspaper Ad  □ Internet Posting  □ Referral  □ Other

Please list the specific source (which newspaper, website, or person):

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General Comments:

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Address of Unit for Rent:_________________________

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WHAT ARE FAIR HOUSING RIGHTS?

There are local, state, and federal fair housing laws that make certain forms of housing discrimination illegal. Housing discrimination can occur in countless ways and at various stages of a rental transaction. Discrimination is not always obvious or easy to detect which is why renters need to know their fair housing rights. It is equally important to know where you can turn for assistance if you suspect, for any reason, that you are not receiving fair and equal treatment as required by law. For direct assistance with housing discrimination complaints, please contact the Fair Housing Justice Center (FHJC).

Housing discrimination not only restricts housing choice, but it can be a painful, humiliating, and costly experience for any individual or family. Discrimination may limit access to important life opportunities. A discriminatory policy or practice that hurts one individual or family may have harmed others in the past and, unless stopped, may harm more people in the future. Discrimination that illegally divides or segregates people does immense harm to the entire community. Hopefully, you will never encounter housing discrimination, but it is still important that you know your rights.

WHO IS PROTECTED BY FAIR HOUSING LAWS?

There are federal, state, and local fair housing laws that prohibit discrimination and protect renters. In addition to these laws, there are other federal civil rights laws that prohibit discrimination in housing where federal financial assistance is involved. For your convenience, here is a list of protected characteristics under local, state, and federal fair housing laws.

The federal Fair Housing Act prohibits housing discrimination when it is based on:
- Race
- Religion
- Color
- Sex
- National Origin
- Disability
- Familial Status (Presence of children)

The New York State Human Rights Law includes all of the federally protected characteristics above and also prohibits housing discrimination when it is based on:
- Age
- Marital Status
- Military Status
- Sexual Orientation

In New York City, the Human Rights Law includes all of the federal and state protected characteristics (except Military Status) and prohibits discrimination based on:
- Gender Identity
- Domestic Partnership Status
- Alienage/Citizenship Status
- Lawful Occupation
- Lawful Source of Income (including housing subsidies)

Other localities in the New York region have fair housing laws and most mirror the federal protected characteristics. Some similarities and differences are worth noting. The Nassau County Human Rights Law additionally protects people based on source of income, including rental subsidies. The Suffolk County Human Rights Law includes protection based on alienage/citizenship. The Westchester County Human Rights Law adds protections based on alienage/citizenship and domestic violence, sexual abuse, and stalking.
WHAT CONDUCT IS PROHIBITED BY FAIR HOUSING LAWS?

Some illegal housing discrimination can be quite blatant and obvious, but most housing discrimination today is more subtle and difficult to detect. Discrimination can take many forms and occur at different stages of a housing transaction. Of course, not all “unfair” treatment constitutes illegal housing discrimination. It is important to understand the type of conduct that is prohibited by fair housing laws. Here is a partial list of practices that are prohibited under fair housing laws when the conduct is based on any of the protected characteristics:

- Refusing to rent or refusing to negotiate for the rental of housing or otherwise making housing unavailable
- Advertising or making any statement that indicates a preference, limitation, or discrimination
- Falsely stating that housing is unavailable to show or rent
- Steering prospective renters into or away from certain areas of a building or to different buildings or neighborhoods to segregate populations
- Setting rental terms and conditions that are less favorable to those offered to other renters
- Denying or providing less favorable services and facilities
- Refusing to provide a reasonable accommodation by altering rules, policies, practices, or services for persons with disabilities
- Failing to design and construct new multifamily housing built since 1991 in an accessible manner
- Refusing to allow a reasonable modification to the premises for persons with disabilities
- Failing to take corrective action regarding complaints about harassment by other tenants or by agents for the housing provider
- Threatening, coercing, intimidating, interfering with or retaliating against someone for asserting their fair housing rights or for assisting others to exercise their fair housing rights

Rental housing providers may adopt policies and qualifications for prospective renters provided these policies 1) are applied in a uniform and neutral manner to all applicants; 2) do not discriminate based on any of the protected characteristics; and 3) do not have the effect of discriminating against groups of people based on any of the protected characteristics.
WHAT REMEDIES AND PENALTIES ARE AVAILABLE UNDER FAIR HOUSING LAWS?

Fair housing laws were designed to open doors, break down barriers, and repair the harm caused by discriminatory housing practices. In general, when someone prevails with a housing discrimination complaint, the following types of remedies and penalties are available:

• Court orders or injunctions can be obtained to stop the illegal discrimination. These orders can require a housing provider to take steps to ensure discrimination will not occur in the future, such as adopting non-discriminatory policies, providing training for agents, affirmatively advertising, posting non-discrimination policies in publications, and similar activities.

• Monetary compensation can be ordered to be paid to the victim of discrimination for out-of-pocket expenses, economic loss, lost housing opportunity, emotional distress, and other similar damages.

• Punitive damages and civil penalties are designed to punish the discriminating parties and deter others in the community from discriminating in the future. Punitive damages are paid to the victim of discrimination. A civil penalty is a monetary fine paid to the government.

• Attorney fees and costs can, in most cases, be recovered by prevailing plaintiffs in fair housing cases.

In situations where a person was illegally denied housing, harassed, or threatened with an eviction on non-renewal on a lease for discriminatory reasons, fair housing laws have been used to obtain court orders that enable an individual or family to obtain the housing sought or remain in their current housing. If you have questions about possible remedies available under fair housing laws, please contact the FHJC.
WHAT PRECAUTIONS CAN RENTERS TAKE?

We all benefit when housing consumers are informed about their rights under fair housing laws. There are very few decisions we make in life that are more important than where we decide to live. It is a very personal decision and there are many factors to consider. As a renter, you should know that many housing providers train their employees and work hard to ensure that their agents comply with fair housing laws. Despite these efforts, not all housing providers are as conscientious and compliant. Unfortunately, unlawful housing discrimination does still occur and it is not always obvious to prospective renters.

While there is nothing that renters can do to prevent housing discrimination, there are some steps that you can take to protect yourself in the unfortunate event that illegal discrimination occurs:

- **Keep a Written Record/Take Notes**
  Keeping a journal or written record is generally a very good idea when a person is searching for housing, contending with an eviction or non-renewal of a lease, or dealing with harassment or some other discriminatory practice. Keeping track of dates and times of all contacts with housing providers and agents can be very useful should it be needed later to recount the events involving an alleged discriminatory housing practice. Use this Rental Search Log to take notes and to keep track of your housing search.

- **Save Documents**
  As you search for housing, it is always a good idea to save receipts, copies of advertisements or listings, rental applications, leases, business cards, correspondence, emails, brochures, and any other materials obtained from a housing provider or agent. These documents might be needed in the future.

- **Obtain Names**
  As a renter, when you contact a housing provider in person, over the telephone, or even by email, it is always a good idea to offer your name early on in the conversation and ask for the name of the person with whom you are communicating. Proving discrimination claims can be particularly challenging if the identity of the housing provider or agent is unclear or unknown. Once you obtain contact information for an agent, write it down on a Rental Contact Sheet in this Rental Search Log.

- **Call for Assistance As Soon As Possible**
  If you suspect that you have encountered illegal housing discrimination or have questions about fair housing rights, please call the FHJC. There are various time limits for filing administrative complaints and/or lawsuits depending upon the applicable law, so it is important to report the discrimination as soon as possible. The FHJC can help you determine the time limits that apply in your situation.
WHERE DO I GO FOR HELP WITH HOUSING DISCRIMINATION?

The Fair Housing Justice Center (FHJC) is a non-profit civil rights organization dedicated to eliminating housing discrimination; promoting open, accessible, and inclusive communities; and strengthening enforcement of fair housing laws. The FHJC provides fair housing services throughout New York City and the seven surrounding New York counties of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk and Westchester.

The FHJC assists individuals, families, and organizations that have been harmed by discriminatory housing practices. The FHJC provides counseling on fair housing rights, investigative assistance (including testing), and referrals to cooperating attorneys and/or administrative agencies on a case-by-case basis. These FHJC services are provided free of charge and there are no income tests.

Contact the Fair Housing Justice Center (FHJC) by telephone or email as soon as possible following any suspected act of housing discrimination. An FHJC Intake Analyst will obtain vital information that we need to better assist you with your complaint.

Fair Housing Justice Center (FHJC)
5 Hanover Square, 17th Floor
New York, New York 10004

Phone: (212) 400-8201
Fax: (212) 400-8203
Email: fhjc@fairhousingjustice.org

www.fairhousingjustice.org

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