

**INSTRUCTIONS ON HOW TO COMPLETE THE
PHRC HOUSING DISCRIMINATION COMPLAINT**

STEP 1

Caption

A	:		
	:		
Complainant(s)	:	PHRC Case No.	
	:		
v.	:	HUD No.	C
	:		
B	:		
	:		
Respondent(s)	:		

- A. Fill in the name of the individual or individuals filing this Complaint
- B. Fill in the name of every person, landlord, owner, housing provider, or other entity against whom you are filing the complaint
- C. This section will be completed by the PHRC once the complaint is filed

STEP 2

Section 1: COMPLAINANT(S)

- A. Fill in your name and complete street address
- B. If any other persons are also filing the complaint, fill in their name and complete street address

STEP 3

Section 2: RESPONDENT(S)

- A. Fill in the name of the person, landlord, owner, housing provider, or other entity against whom you are filing the complaint and provide their complete street address
- B. If you are filing the complaint against more than one person, landlord, owner, housing provider, or other entity, provide the name and address for each one

STEP 4

Section 3: Address of property at issue (hereinafter “the subject property”).

- A. The complete address of the property which is at issue in this complaint should be specified here. Be sure to include all information you have regarding the address, including the street name, unit number (if applicable), city, state, and zip code.

STEP 5

Section 4a: I began renting the subject property from Respondent on _____.

- A. Only check the box if you rented the subject property from the respondent named in this complaint
- B. If you check the box, fill in the approximate date you began renting the subject property from the respondent named in this complaint (you may want to refer to your lease agreement for that date)

STEP 6

Section 4b: I applied to rent the subject property from Respondent on _____.

- A. Only check the box if you applied to rent the subject property from the respondent named in this complaint
- B. If you check the box, fill in the approximate date you applied to rent the subject property

STEP 7

Section 5: Protected Classes

- | | |
|---|---|
| <input type="checkbox"/> Race: | <input type="checkbox"/> Religious Creed: |
| <input type="checkbox"/> Color: | <input type="checkbox"/> National Origin: |
| <input type="checkbox"/> Sex: | <input type="checkbox"/> Ancestry: |
| <input type="checkbox"/> Age/Date of Birth: | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Disability: | <input type="checkbox"/> Use of Guide or Support Animal |
| <input type="checkbox"/> Familial Status: | <input type="checkbox"/> Other (specify): |

- A. Check only the protected class(es) for which you allege discriminatory conduct in this complaint
- B. For example, if you allege that you were denied an apartment because of your race, check the box next to race. Then, fill in the box next to race and specify your race

- C. Make sure you check the box for all protected classes for which you allege the respondent engaged in discriminatory conduct in this complaint
- D. For each protected class box that you check, make sure you fill in the box specifying the protected class, where applicable

STEP 8

Section 6: Dates of Discrimination

Beginning: _____ **Ending:** _____
Continuing? Yes No

- A. You must specify the dates that the discriminatory action occurred. Next to beginning, provide the date that the discriminatory action first occurred
- B. Next to ending, provide the date on which the last act of discrimination occurred
- C. If the discriminatory conduct is presently continuing, check the box next to yes
- D. If the discriminatory conduct is no longer occurring, check the box next to no

STEP 9

Section 7: Describe the discriminatory conduct, with specificity, and explain how the discriminatory conduct is related to your protected class

- A. For each act of harm that has occurred, you must provide your protected class, the date the act of harm occurred, why you believe the act of harm was engaged in because of your protected class and any other relevant information pertaining to the act of harm alleged
- B. You must name the specific actors for each act of harm, their title (if any), and their relationship to the subject property (e.g. owner, property manager, management company, leasing agent, maintenance personnel)
- C. Each act of harm should be separately identified with a subparagraph
- D. For example:
 - 7. A. Failure to rent because of race
 - 1. I am an African American adult.
 - 2. On August 1, 2020, I applied to rent the subject property from Respondent.
 - 3. Respondent owns, operates, manages, and maintains the subject property.
 - 4. On August 5, 2020, Respondent informed me that they would not be renting the subject property to me.
 - 5. On August 10, 2020, Sam Smith and Bob Jones moved into the subject property.
 - 6. Sam Smith and Bob Jones are Caucasian.
 - 7. B. Failure to rent because of sex
 - 1. I am a female adult.

2. On August 1, 2020, I applied to rent the subject property from Respondent.
3. On August 5, 2020, Respondent informed me that they would not be renting the subject property to me.
4. On August 10, 2020, Sam Smith and Bob Jones moved into the subject property.
5. Sam Smith and Bob Jones are male.

STEP 10

Verification

- A. Verify that the statements contained in the Complaint are true and correct to the best of your knowledge, information and belief
- B. Sign your name on the “signature” line
- C. Print your name on the “printed name” line
- D. Put the date you sign the Complaint on the “date” line
- E. If more than one person is filing the complaint, all named complainants must complete the verification