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**Increase Your Income & Reduce Your Vacancy**

**FAIR HOUSING COMPLIANCE CHECKLIST**

Know Federal, State and local protected classes “FRESHCORN”

Have a Tenant Selection Criteria that states the occupancy criteria for your community.

Think before you speak or act – There are no “Do Over’s” in Fair Housing.

Have a Limited English Proficiency Plan.

Document all communication with residents and prospects using resident/prospect communication logs.

Be Consistent - Provide great customer service and avoid preferential treatment – Be friendly but not friends.

Have Rules & Regulations and Tenant Selection Criteria that omit the words children, spouse, husband and wife.

Have a separate Service Animal/Emotional Support Animal Agreement and a separate Pet Agreement.

Practice “FIFO” – First In, First Out

Maintain a resident’s privacy regarding accommodations and modifications.

Maintain an Accommodations/Modifications Log.

Do not deny a request for an accommodation or modification– send it up to supervisor.

Create a relationship with your local Fair Housing Office.

Create a positive Fair Housing environment by posting Fair Housing signs in your office and using the logo in all advertising.

Educate all vendors/suppliers who visit your community and have them sign a Fair Housing Agreement.

Keep current on Fair Housing Issues.

Contact Occupancy Solutions for your solution today! 1-800-865-0948

www.occupancysolutions.com