

Fair Criminal Record Screening Housing Intake Questionnaire



The Fair Criminal Record Screening for Housing Act of 2016 prohibits District housing providers from asking about arrests, pending criminal accusations, or criminal convictions on a rental housing application or during the application review process (exceptions apply)*. **If criminal background information is inquired or asked about during the application review process or if you believe your conditional offer of rental housing was improperly revoked because of your criminal background, please complete this form.** More information about the law is available by visiting or calling the Office of Human Rights, or by visiting ohr.dc.gov/page/returningcitizens. *Fields with asterisks (**) are required.*

Jurisdiction

To file a complaint, the alleged violation must meet the following criteria (please check the required boxes):**

It occurred at a property in the District of Columbia.

It occurred in the last year and on or after the law’s effective date of October 1, 2017.

Complainant Information

Complainant Preferred Name**

Complainant Address**

Complainant Preferred Telephone Number**

Complainant Second Telephone Number (optional)

Complainant Email Address**

Complainant Language Preference

Do you need a reasonable accommodation?**

Yes No

If yes, please explain here.

Housing Provider Information

Name of Property or Management Company**

Property or Management Company Address**

Property or Management Company Telephone Number**

Does the property owner live in the building?**

Yes No Unsure

Number of Rental Units at Property

3 or less rental units

4 to 10 rental units

11 to 20 rental units

21 or more rental units

Please proceed to the next two pages to provide us with detailed information on your rental housing experience and file a completed questionnaire.

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* *Exceptions exist for housing providers where District or federal law requires they consider an applicant’s criminal history; or when a housing provider owns and occupies a property that includes three or fewer rental units.*

Incident Information

The following steps help us to ensure we have the proper information about your housing application experience and assist us in preparing for our intake interview with you. **Please complete each step below** to the best of your ability before submitting this complaint to us (required boxes are marked with **).

Step 1: Application Submission

Date of Application Submission**

Did you submit an application fee? **

Yes No

If yes, what date did you submit the application fee? **

Did you receive a copy of the rental eligibility criteria from the housing provider **before or at the time** you applied for housing? **

Yes No Unsure

Step 2: Conditional Housing Offer

Did you receive a conditional housing offer? **

Yes No

If yes, what date was the conditional offer made?

Did the housing provider inquire or ask about your criminal background **before** making a conditional offer? **

Yes No Unsure

If yes, what did the housing provider ask about? **

Arrest(s) that did not result in conviction

Pending Criminal Accusation(s)

Criminal Conviction(s)

General Criminal Background Information

Other (please specify):

Step 3: Offer Withdrawn

Was your conditional housing offer withdrawn? **

Yes No

Did you receive written notification from the housing provider that included the reason(s) for withdrawing the conditional offer? **

Yes No

If yes, what reason was given?

Did you receive a written notice of your right to file a complaint with OHR from the housing provider when they withdrew the offer? **

Yes No Unsure

Step 4: Requesting Records

Did you request a copy of all information that the housing provider used during the application process? **

Yes No

If yes, what date did you make the request?

Did you receive the requested information from the housing provider? **

Yes No

If yes, what date did you receive the information?

Step 5: Criminal Background

Do you have any criminal conviction(s)?**

Yes No

If yes, what date(s) were you convicted?

What are your convicted crime(s)?

Do you have any pending criminal accusations?***

Yes No

If yes, list all pending accusations including charge dates.

Attorney or Counsel Information (optional)

Counsel Name

Counsel Address

Counsel Telephone Number

Counsel Fax Number

Counsel Email Address

Additional Information

Please describe the incident and provide any additional relevant information.