

INSTRUCTION: The following is model language provided by the Office of Human Rights pursuant to the Fair Criminal Records Screening for Housing Act of 2016. This is NOT a form. Housing providers must use their own letterhead when issuing notices of conditional offer.

Dear _____ [Applicant Name]:

You are hereby advised that the housing provider is making you a conditional offer to rent the following rental unit to you: _____. However, this offer is contingent upon the following eligibility criteria:

- _____ Credit history
Additional details: _____
- _____ Rental history
Additional details: _____
- _____ Verification of income and/or employment
Additional details: _____
- _____ Other: specify _____
- _____ Pending criminal accusation or criminal conviction history of individuals over 18 years of age who will reside in the rental unit, that occurred within the past 7 years or less, and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016
Additional details: _____

Criminal background history will only be obtained and considered **AFTER** making a conditional offer to rent a rental unit to you.

After checking your criminal background, the housing provider will determine whether a withdrawal of this conditional offer is reasonable, and achieves a substantial, legitimate and nondiscriminatory interest. You have the right to provide evidence demonstrating inaccuracies within your criminal record or evidence of rehabilitation or other mitigating factors. This means you have the right to provide, among other things, evidence of errors in your criminal background report, evidence of your good conduct since the conviction or pending accusation occurred, or other information you would like a housing provider to use when evaluating your criminal background.

If we contact you regarding a criminal conviction or pending criminal accusation on your record, our policy is that you have _____ days to provide us with the above evidence before we make a final decision to either withdraw or finalize this conditional offer.

Please sign, date, and return this form to our office immediately. We cannot continue the application process until you return this signed form.

Applicant's Name (Print)

Applicant's Signature

Date

Housing Provider Representative's Name (Print)

Housing Provider Representative's Signature

Housing Provider Representative's Title (Print)

Date