

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 eligibility criteria.

Before the application fee is accepted, the applicant is hereby advised that the eligibility criteria used in deciding whether to rent a rental unit to the applicant are based on [check and fill in as applicable]:

_____ A review of this application
Additional details: _____

_____ Applicant's credit history
Additional details: _____

_____ 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: _____

The applicant may provide evidence demonstrating inaccuracies within the applicant's 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.

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

_____ Rental history
Additional details: _____

_____ Verification of income and/or employment
Additional details: _____

_____ Other: specify _____

*If you need to request a reasonable accommodation at any time during the application process, please inform the agent/owner at _____
[insert the contact person's name, phone, and email here]*

Applicant's Name (Print)

Applicant's Signature

Date