

**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 withdrawals.

Dear Applicant:

You are hereby advised that \_\_\_\_\_ [insert name of housing provider] is withdrawing its \_\_\_\_\_ [insert date] conditional offer to rent a rental unit to you, based on the following reason(s):

- o \_\_\_\_\_
- o \_\_\_\_\_
- o \_\_\_\_\_

**CRIMINAL BACKGROUND INFORMATION**

If the withdrawal is based on the criminal accusation(s) currently pending (not arrests) or criminal convictions within the past 7 years, the housing provider must take the following factors in to account:

- o The nature of the criminal offense
- o The severity of the criminal offense
- o The age of the applicant at the time the criminal offense was committed
- o How long it has been since the offense was committed
- o Information provided by the applicant (or on their behalf) regarding their good conduct and rehabilitation since the offense occurred
- o Whether the criminal offense occurred on (or connected to) property rented by the applicant.

The \_\_\_\_\_ [insert name of housing provider] certifies that the above factors have been taken into account and has determined, on balance, that the withdrawal is reasonable, and achieves a substantial, legitimate, nondiscriminatory interest.

**NOTICE OF RIGHTS**

Within **20 days** after this notice of withdrawal, you have the right to request a free copy of **ALL** information the housing provider relied upon in considering your application, including criminal records. Within **10 days** of a timely request from you, the housing provider must provide you with a copy of all of the information. If the information is not provided within the required timeline, you may contact OHR as stated below.

**FILING A FREE ADMINISTRATIVE COMPLAINT**

If you believe that your rights under the Fair Criminal Record Screening for Housing Act of 2016 have been violated, you have a right to file a free administrative complaint with the DC Office of Human Rights (OHR) within one year after the unlawful discriminatory act, or discovery thereof. You may file a complaint online, in person, or via US mail. Complaints cannot be filed with the courts.

Contact information for the DC Office of Human Rights:

441 4th Street, NW, Suite 570N

Washington, DC 20001

Main: (202) 727-4559

TTY: 711

Email: ohr@dc.gov

Website: www.ohr.dc.gov

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Applicant's Name (Print)

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Applicant's Signature

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Date

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Housing Provider Representative's Name (Print)

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Housing Provider Representative's Signature

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Housing Provider Representative's Title (Print)

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Date