

Rental Tenant Screening Violations

(D.C. Code § 42-3505.10)

Housing Intake Questionnaire



Parts of the Eviction Record Sealing Authority and Fairness in Renting Amendment Act of 2022 (“Act”), D.C. Code § 42-3505.10, established a number of new requirements for District housing providers. **Before filling out this complaint form, prospective complainants should review more information about this new law located at ohr.dc.gov.** Examples of the new requirements include: (1) prohibition against charging excessive application fees and using certain information, like evictions that are more than three years old as the basis for taking adverse actions, like denying a housing application; (2) requiring a refund of application fees in certain circumstances; (3) and requiring a notice of costs, eligibility criteria, and prospective tenant rights.

Instructions

Complete this form ONLY if you believe a housing provider has violated the tenant screening requirements under the Act, like the examples above. If you believe you have been discriminated on a protected basis, please use OHR’s Human Rights Act – Housing Form.

All fields are required unless otherwise indicated.

Jurisdiction

OHR needs to understand where and when the alleged violations occurred. Please check the appropriate boxes:

Did the alleged violation occur at a property in the District of Columbia?

Yes No

Did the alleged violation occur on or after October 1, 2022?

Yes No

If yes, when did the alleged violation occur? (Cases must be brought to OHR within three years).

/ /

Have you filed the same or similar complaint in Superior Court?

Yes No

If yes, please provide the case number, and/or date when you filed the complaint with Superior Court.

Complainant Information

Complainant Preferred Name

Complainant Language Preference

Complainant Address

Do you need a reasonable accommodation?

Yes No

If Yes, please explain here:

Complainant Preferred Telephone Number

Complainant Email Address

Attorney or Counsel Information

(Note: You are not required to have an attorney, but if you have one, please fill out the below)

Counsel Name

Counsel Telephone Number

Counsel Address

Counsel Fax Number

Counsel Email Address

Housing Provider Information

Name of Property or Management Company

Number of Rental Units at Property

10 or less rental units

Property or Management Company Address

11 to 19 rental units

20 or more rental units

Property or Management Company

Telephone Number

Incident Information

The following steps help us to ensure we have proper information about your tenant screening 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.

Step 1: Pre-Screening Information

Did you submit a housing application? Yes No If yes, date submitted: / /

If you did not submit a housing application, did the housing provider request any information or fees from you?

Yes No If yes, date requested: / /

Notice or Poster on Information and Rights: At the time you were asked to provide information or fees to a housing provider as part of tenant screening, did the housing provider provide you with any information about its tenant screening process, including costs, eligibility criteria?

Yes No Unsure

If yes, was this provided with the application form or was there a poster at the property?

Step 2: Application Fee

Did you submit an application fee? Yes No

If yes, date submitted: / / Amount:

Step 3: Application Fee Refund

Are you alleging that the housing provider should have provided a refund of your housing application fee?

Yes No

If yes, please provide information about why you believe you were entitled to a refund.

Step 4: Tenant Screening Information

Did the housing provider ask about or require you to disclose information about any prior eviction proceedings against you?

Yes No

If yes, what information did the housing provide ask about?

Did the housing provider ask about or require you to disclose information about any prior allegation of a breach of lease against you?

Yes No

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

Step 5: Adverse Action

Did the housing provider take an adverse action against you? Yes No

If yes, what adverse action are you alleging was taken against you? Check all that apply:

- (a) Denial of a prospective tenant's rental application
- (b) Approval of a prospective tenant's rental application, subject to terms or conditions different and less-favorable to the prospective tenant than those included in any written notice, statement, or advertisement for the rental unit, including written communication sent directly from the housing provider to the prospective tenant, including:
 - (1) Requiring a co-signer on the lease;
 - (2) Requiring a deposit that would not be required for another applicant;
 - (3) Requiring a larger deposit than would be required for another applicant; and
 - (4) Demanding more rent than would be charged to another applicant.
 - (5) Other:

Did you receive written notice from the housing provider when the adverse action was taken against you?

Yes No

If yes, date provided: / /

What was included in this notice?

Did you notify the housing provider that any information forming a basis for the adverse action was inaccurate?

Yes No

If yes, date submitted: / /

Did the housing provider respond in writing?

Yes No

Date of response: / /

Additional information

Please describe any additional relevant information.

_____ / /
Complainant Signature

_____ / /
Today's Date

Please return this form by mail or in-person to 441 4th Street NW, Suite 570N, Washington D.C., 20001 or by email to ohr.intake@dc.gov.