

Criminal Background Screenings and Housing - Request for Records -



_____ (today's date)

To _____ (housing provider name),

I was notified on _____ (insert date) that my conditional job offer of rental housing was withdrawn, because of my prior criminal conviction(s).

This is my official request for you to provide me with all information that the housing provider relied upon in considering the applicant, including criminal records if obtained.

The DC Fair Criminal Record Screening for Housing Act of 2016 requires you provide me with these records cost-free within 10 days of receipt of the request.

Please send the documents to me at:

_____ (email address)

or to my mailing address:

Sincerely,

_____ (full name)

_____ (phone number)