



P A L M D A L E
a place to call home

Affirmative Marketing of Available
Housing Plan

Economic Development Department

Housing Division

Approved by City Council, May 12, 2004

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I. Introduction

What is Affirmative Marketing?

“Each participating jurisdiction must adopt affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more HOME -assisted units. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. (The affirmative marketing procedures do not apply to families with tenant -based rental assistance provided with HOME funds.)” (24 CFR Part 92.351 HOME Investment Partnerships Program Final Rule updated through October 1, 2003)

II. Definitions

The following definitions will apply to this plan:

Housing Division- Economic Development Department, Housing Division of the City of Palmdale.

HUD - United States Department of Housing and Urban Development.

III. Affirmative Marketing of Available Housing Regulations

A. Applicable Program

1. HOME Investment Partnerships Program

B. Federal Grant Thresholds

1. Rental and homebuyer projects containing 5 or more HOME -assisted housing units.

IV. Affirmative Marketing of Available Housing Plan Procedures

Components and procedures of the City’s Affirmative Marketing of Available Housing Plan are as follows:

- A. Affirmative Marketing of Available Housing Plan Development and Implementation

- B. Determining Affirmative Marketing of Available Housing Plan Development and Implementation
- C. City Efforts
- D. Program Monitoring, Record keeping, and Performance Reports
- E. Technical Assistance
- F. HUD Compliance Reviews

A. Affirmative Marketing of Available Housing Plan Development and Implementation

Affirmative marketing compliance is monitored by the Fair Housing and Equal Opportunity division of HUD. The Housing Division has functioned as the primary City contact with HUD. The Housing Division also is responsible for preparing, carrying out and reporting on HUD funded program activities, and therefore, the Housing Division will be responsible for the City's Affirmative Marketing of Available Housing Plan.

B. Determining Affirmative Marketing of Available Housing Plan Threshold

As part of the Consolidated Plan planning process, and actual program/project implementation, the Housing Division will determine which projects are subject to Affirmative Marketing of Available Housing thresholds and regulations.

C. City Efforts

The City of Palmdale's efforts will include the following:

1. To inform the general public, owners of housing, and potential tenants of applicable fair housing laws and City policies, the City of Palmdale will:
 - a. Make extensive use of the Fair Housing logo (Exhibit 1).
 - b. Include fair housing provisions in agreements with owners and managers of HOME-assisted units.
 - c. Post fair housing poster in a public area/manager's office at each development (Exhibit 2).
 - d. Include a fair housing flyer with each application for HOME -assisted unit (Exhibit 3).

2. To market HOME-assisted units to those persons not likely to apply for housing, the City will:
 - a. Utilize the HUD Form 935.2: Affirmative Fair Housing Marketing Plan (Exhibit 4).
 - b. Identify target populations of persons not likely to apply for housing because of factors such as existing neighborhood social patterns.
 - c. Establish contacts with public service agencies and organizations that serve target populations or have large percentage of members in target population.
 - d. Provide marketing materials and notices of housing availability to these organizations.
 - e. Repeat the identification process of target populations on a regular basis.
 - f. Require owners and managers to follow a written tenant selection policy.

D. Program Monitoring, Record keeping, and Performance Reports

To document the effectiveness of affirmative marketing efforts, the City will require the developer or owner of HOME-assisted units provide documentation to the City and throughout the affordability period maintain files documenting efforts of each assisted unit; and require the developer or owner of HOME-assisted units include a question on housing applications that asks how applicant first heard of the availability of the unit. The City will conduct periodic monitoring of the developers files; maintain documentation throughout the affordability period of efforts of each assisted unit; complete and retain the "Affirmative Marketing, Tenant Selection, and Lease Compliance Checklist" (Exhibit 5); and report on efforts to the local HUD field office.

E. Technical Assistance

The Housing Division will be responsible for providing technical assistance related to affirmative marketing requirements and this plan. Technical assistance will be provided to other City Departments/Divisions, HOME-assisted developers, potential residents, and the general public.

Technical assistance will be limited to explaining and/or providing copies of Affirmative Marketing regulations, and the City of Palmdale Affirmative Marketing of Available Housing Plan.

As needed, the HUD Fair Housing and Equal Opportunity division in Los Angeles, CA will be consulted for additional assistance.

F. HUD Compliance Reviews

The Assistant Secretary shall periodically conduct compliance reviews of selected recipients to determine compliance. If review reveals noncompliance, the Assistance Secretary shall notify the recipient of specific deficiencies and shall provide advice as to the means by which these deficiencies may be corrected. Continuing failure or refusal by the recipient or HOME-assisted recipients to comply with regulations may result in the application of sanctions specified in the regulations governing the HUD program.

V. Exhibits

Exhibit 1 Fair Housing Logo

Exhibit 2 Fair Housing Poster English and Spanish

Exhibit 3 Fair Housing Flyers

Exhibit 4 HUD Form 935.2: Affirmative Fair Housing Marketing Plan

Exhibit 5 Affirmative Marketing, Tenant Selection, and Lease Compliance Checklist

EXHIBIT I
FAIR HOUSING LOGO



EXHIBIT 2
CITY OF PALMDALE
FAIR HOUSING POSTER
ENGLISH AND SPANISH



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**



IGUALDAD DE OPORTUNIDAD EN LA VIVIENDA

Conducimos nuestros negocios de acuerdo a la Ley Federal de Vivienda Justa

(Acta de enmiendas de 1988 de la Ley Federal de Vivienda Justa)

Es ilegal discriminar contra cualquier persona por razón de su raza, color, religion, sexo, incapacidad física o mental, la presencia de niños menores de 18 años o de mujer embarazada en su familia o su origen nacional

■ En la venta o renta de vivienda y terrenos residenciales

■ En los anuncios de venta o renta de vivienda

■ En la financiamiento de vivienda

■ Amenazar o interferir con la persona para que no registre su queja

■ En los servicios de corretaje que prestan vendedores de vivienda

■ En la valoración de vivienda

■ También es ilegal forzarle a vender o rentar su vivienda diciendole que gente de otra raza, religion o grupo etnico se estan mudando en su vecindario

Cualquier persona que sienta que fue discriminada debe de enviar su queja de discriminacion:

1-800-669-9777 (llamada gratis)
1-800-927-9275 (TDD llamada gratis)

U.S.Department of Housing
and Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410

EXHIBIT 3
CITY OF PALMDALE
FAIR HOUSING FLYERS



HOUSING RIGHTS CENTER

WORKING FOR JUSTICE AND EQUALITY IN HOUSING

The Housing Rights Center's (HRC) mission is to actively support and promote freedom of residence through education, advocacy and litigation, to the end that all persons have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income, or other characteristics protected by law.

Since 1968, HRC has identified and addressed the challenges of housing discrimination without interruption, and continues to expand and diversify its services and programs to meet the need and ever changing issue of fair housing.

HRC provides residents within the Los Angeles and Ventura Counties with free (1) housing discrimination investigation, (2) enforcement and impact litigation, (3) outreach and public education, and (4) landlord-tenant counseling.

Call HRC today to learn about your rights and responsibilities.

Housing Rights Center

**For Free Assistance,
Please Call:**

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TTY Users: (213) 201-0867

Fax: (213) 381-8555

www.housingrightscenter.org

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Los Angeles, CA 90010

Pasadena Office
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Phone: 626-791-0211

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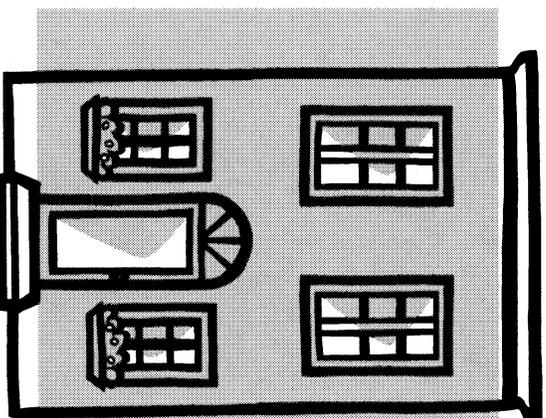
Visit our website for clinic days & hours

Office Locations are handicapped accessible



**FAIR HOUSING
KNOW YOUR RIGHTS**

What is Fair Housing?



**The Federal and State
Fair Housing Laws**

**For Assistance, Please Call
(800) 477-5977**

What is Fair Housing?

Fair Housing means that you have the right to live where you choose without fear of discrimination based on your personal characteristics.

Federal and State Laws Prohibit Discrimination Based on the Following Characteristics:

- Race
- Color
- Religion
- Gender
- National Origin
- Familial Status (**Families with children under 18 yrs. old*)
- Physical or Mental Disability
- Sexual Orientation
- Marital Status
- Ancestry
- Age
- Source of Income
- Or Other Arbitrary Basis

Common Examples of Housing Discrimination

Refusing to rent or sell housing to someone because of their race.

Prohibiting children from being outside in common areas or enforcing a curfew that only pertains to children.

Refusing to do timely repairs for tenants of a particular nationality or religion.

Utilizing advertisements that express or suggest a rental preference, for example, "ideal for single working professionals" or "Jewish only".

Harassing a tenant on the basis of his or her sexual orientation or gender identity.

Refusing to provide homeowners insurance coverage for a dwelling because of the race of the owner and/or occupants of a dwelling.

Refusing to rent a second-floor unit to a family with children.

Refusing to allow a tenant with disabilities to have a service animal in his or her unit.

Why Should I Report Housing Discrimination?

BECAUSE...

- Many acts of discrimination can only be investigated if someone reports them.
- The law protects you from retaliation by your landlord if you report discrimination under the fair housing laws.
- Reporting discrimination is the first step to stopping it in your community.
- Reporting discrimination promotes long-term benefits for everyone. The laws that protect another person today may be the laws that will protect you tomorrow.
- It is against the law.

For Help, Please Contact

1-(800) 477-5977

TTY: (213) 201-0867



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HRC fue fundada en 1968 cuando el Congreso aprobó el Acta de Vivienda Justa. Desde entonces y sin interrupción, HRC ha enfrentado los desafíos de discriminación en la vivienda, y continúa expandiendo y diversificando sus servicios y programas para responder a la necesidad y siempre cambiante problema de vivienda justa

Housing Rights Center

PARA MÁS INFORMACIÓN

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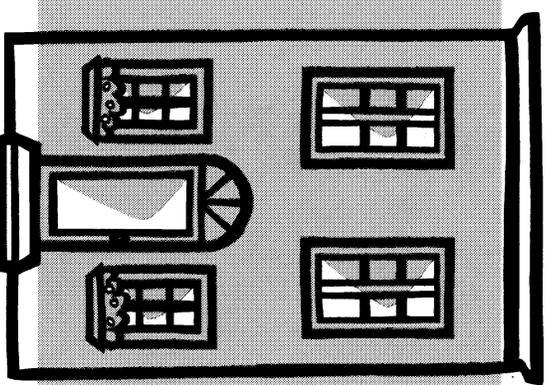
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**POR FAVOR VISITE NUESTRA PAGINA DE INTERNET
PARA LOS DIAS Y HORARIOS DE LAS CLINICAS**



¿Qué es Vivienda Justa?



**Las leyes Federales y
Estatales Que Prohíben
La Discriminación**

**Para Asistencia, Por Favor
Llame al
(800) 477-5977**

¿Qué es Vivienda Justa?

Vivienda Justa significa que usted tiene el derecho de vivir donde usted escoja sin ser discriminado en base a sus características personales.

Leyes Federales y Estatales Prohíben la

Discriminación En Base a:

- Raza
- Color
- Religión
- Género
- Nacionalidad
- Status Familiar(*Familias con hijos menores de 18 años)
- Discapacidad Física ó Mental
- Orientación Sexual
- Estado Civil
- Linaje
- Edad
- Fuente de Ingreso
- U Otras Bases Arbitrarias

La discriminación en la vivienda se manifiesta de muchas formas y muchas de estas son sutiles. Algunos ejemplos de discriminación ilegal en la vivienda incluyen:

Negarse a rentarle a una familia con niños una unidad en el segundo nivel.

Aplicar diferentes rentas o intereses de hipoteca debido a la raza, género u otra categoría protegida del solicitante.

Negarse a rentarle a una persona que usa una silla de ruedas porque sería "inconveniente."

Hacer reparaciones para los inquilinos de una raza o nacionalidad pero no para los otros.

Su organización local de vivienda justa investigará su queja para determinar si la discriminación ilegal pudo haber ocurrido. Su organización local de vivienda justa puede conducir pruebas y encuestas, interrogar a testigos, y analizar documentos.

Si se encuentran pruebas de discriminación, se tomarán los pasos para cumplir con sus metas, las cuales pueden incluir la conciliación (trabajar con el proveedor de vivienda para remediar el problema), el litigio (con representación de uno de nuestros abogados ó en colaboración con abogados privados) ó referirlo a agencias gubernamentales.

¿Por qué Debo de Reportar la Discriminación en La Vivienda?

PORQUE...

- Muchos actos de discriminación sólo pueden ser investigados si alguien los reporta.
- Usted tiene protección bajo la ley contra la intimidación o acoso por que ejerció su derecho de reportar la discriminación bajo las leyes de vivienda justa.
- Reportar la discriminación es el primer paso para ponerle un alto en su comunidad.
- Las Leyes de Derechos Civiles promueven una sociedad justa e imparcial.
- A largo plazo, una sociedad justa provee un mejor lugar para vivir, incluyendo a los arrendatarios, propietarios, y personas que buscan vivienda.
- Las leyes que protegen a otra persona hoy pueden ser las leyes que lo protegerán a usted mañana.



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**FAIR HOUSING
KNOW YOUR RIGHTS**

Familial

Status

Discrimination



**Discrimination Against
Families with Children**

**For Assistance, Please Call
(800) 477-5977**

What is Familial Status Discrimination?

Under the Federal Fair Housing Act and the California Fair Employment & Housing Act, "familial status discrimination" is defined as unfair treatment by a housing provider because an individual has children.

These laws ensure that families with children have the right to live in their housing on an equal basis with other residents.

Also protected under "familial status" is any person who is pregnant or is in the process of securing legal custody of any individual who has not yet attained the age of 18 years.

Housing that meets the legal definition of senior housing or housing for older persons is exempt from the familial status provisions of the fair housing laws. This means that such housing can legally discriminate against families with children.

Please contact HRC if you are unsure whether the housing you are trying to secure is legally considered housing for older persons.

The Many Forms of Familial Status Discrimination

Selective Advertisements

It is illegal to state or suggest a preference for households without children in rental listings. Discriminatory statements such as "no children" or "adults preferred" serve to deter people with children from applying for a rental unit.

Illegal Inquiries

It is illegal to ask prospective tenants if they have children or are pregnant.

Refusal to Rent

It is illegal for a housing provider to refuse to rent a unit to a family with children, or to steer tenants with children to particular buildings, units or floors due to concerns about noise or safety.

Differential Terms

It is illegal to provide different terms of tenancy on families with children. Requiring families with children to sign a liability waiver as a condition of rental or charging families with children a higher security deposit is prohibited.

The Many Forms of Familial Status Discrimination

Occupancy Restrictions

Reasonable occupancy limits may be set, but limits which effectively prevent a parent from living with their children are potentially illegal.

A limit of one person per bedroom, for example, has been found to discriminate against families with children because it is so restrictive that it effectively excludes even very small families.

Restrictive Rules

It is illegal for a housing provider to adopt, publish or enforce rules that limit the ability of children to use or enjoy their housing or to enforce property rules against families only. Not allowing children to use the pool or limiting its use, can be a form of familial status discrimination.

For Help, Please Contact

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Discriminación por Estatus Familiar



**Las Leyes Federales y
Estatales Que Prohíben
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¿Qué es Discriminación por Estatus Familiar?

Bajo la Ley Federal de Vivienda Justa y la Ley de Igualdad de Empleo y Vivienda de California, proveedores de vivienda no pueden negarle vivienda o proveerle un trato menos favorable a las familias con niños.

Ambas leyes le dan derecho a las familias con niños de residir en sus viviendas al igual que los demás residentes.

"Familias con Niños" se define como un hogar donde existen uno ó más individuos menores de 18 años viviendo con un padre o guardián legal.

Tipos de Discriminación de Estatus Familiar

Negarse a Rentar

Es ilegal que un dueño de propiedad se niegue a rentar una unidad a una familia con niños por ejemplo, porque la unidad está en el segundo piso.

Reglas Restrictivas

Reglas restrictivas que interfieran con el gozo en la vivienda o que desalienten a familias con niños en ocupar una vivienda también pueden ser formas de discriminación.

Ejemplos de reglas restrictivas incluyen:

Prohibirle a los niños usar piscinas o cualquier otro servicio recreacional en la propiedad.

Prohibirle a los residentes menores de 18 años estar afuera de su apartamento a menos que estén bajo supervisión directa de un adulto.

Anuncios

Frases sugestivas en listados de renta como, "no niños" o "solamente adultos" suelen ahuyentar a personas con niños para que no soliciten.

Restricciones de Ocupación

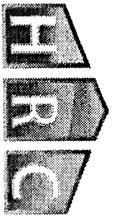
Un arrendatario puede establecer restricciones de ocupación razonables en propiedades residenciales siempre y cuando las restricciones no tengan un efecto discriminatorio contra las familias con niños.

Por ejemplo, un límite de una persona por dormitorio ha sido considerado como discriminatorio hacia las familias con niños porque a pesar de no prohibir niños, es tan restrictiva que su efecto excluye hasta a las familias muy pequeñas.

¿Por qué Debo de Reportar la Discriminación en La Vivienda?

PORQUE...

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**FAIR HOUSING
KNOW YOUR RIGHTS**

Housing Rights for People with Disabilities



**Reasonable
Accommodations
&
Modifications**

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What are Reasonable Modifications?

Reasonable Modifications are physical changes to a unit or common area that improve the ability of a person with a disability to use and enjoy their housing.

Examples Include:

- Wheelchair Ramps
- Grab bars
- Flashing doorbells & alarms
- Lowered counters
- Widened doorways

Modifications Must Be Allowed

Unless they create an undue financial or administrative burden or alter the essential nature of the provider's operations.

Who Pays?

In most cases, the cost of a reasonable modification falls on the tenant. However, if a tenant's housing is owned, operated or receives special funding from the government, responsibility for costs may be different.

What are Reasonable Accommodations?

Reasonable Accommodations are changes in a rule, policy, practice, or service that may be necessary to allow a person with a disability equal opportunity to use and enjoy his or her housing.

Examples Include:

- Waiver of a "no pet" policy for a service animal
- Designated accessible parking spaces
- Adjustment of rental due date
- Allowing live-in aides

Accommodations Must Be Provided

Unless they create an undue financial or administrative burden or alter the essential nature of the housing provider's operations.

Who Pays?

So long as they do not create an undue financial burden, housing providers are expected to absorb the costs related to the provision of a reasonable accommodation.

How Should I Request A Reasonable Accommodation or Modification?

In Writing — It is best to make your request in writing, and provide your landlord with a date within which to respond to your request.

With Support — Include a letter from a doctor, social worker, or other person familiar with you to confirm your disability and your need for the accommodation or modification requested.

Interactive Process — When a housing provider refuses to grant a requested accommodation or modification because it is not "reasonable" (i.e. it creates an undue burden or alters the essential nature of the provider's operations), the provider must consider effective alternatives with the tenant.

Contact HRC — We can request a reasonable accommodation or modification on your behalf.

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HOUSING RIGHTS CENTER

WORKING FOR JUSTICE AND EQUALITY IN HOUSING

El propósito del Centro de Derechos de Vivienda (HRC) es avanzar y apoyar activamente vivienda justa y equitativa por medio de educación y promoción con el fin a que todas las personas tengan la oportunidad de asegurar la vivienda que deseen y puedan pagar, sin importar su raza, color, religión, género, orientación sexual, origen nacional, estatus familiar, estado civil, discapacidad, descendencia ancestral, edad, fuente de ingresos, o cualquier otra categoría protegida por ley.

HRC fue fundada en 1968 cuando el Congreso aprobó el Acta de Vivienda Justa. Desde entonces y sin interrupción, HRC ha enfrentado los desafíos de discriminación en la vivienda, y continúa expandiendo y diversificando sus servicios y programas para responder a la necesidad y siempre cambiante problema de vivienda justa

Housing Rights Center

**PARA MÁS INFORMACIÓN
CONTÁCTENOS AL:**

1-800-477-5977

TTY: 213-201-0867

Fax: (213) 381-8555

www.housingrightscenter.org

Los Angeles

325 Wilshire Blvd

Suite 1150

Los Angeles, CA 90010

Pasadena

Jackie Robinson Center

1020 N. Fair Oaks Avenue

Pasadena, CA 91103

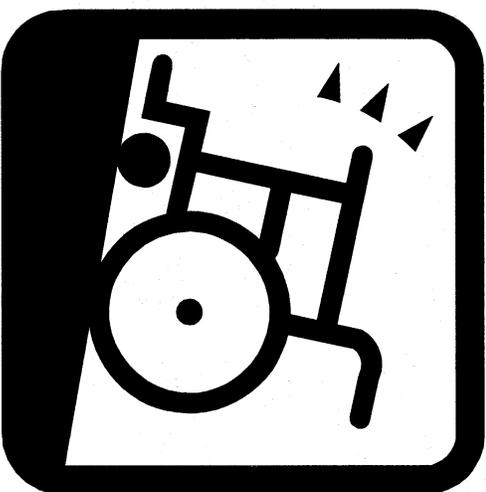
Phone: 626-791-0211

También conducimos clínicas sobre derechos de inquilinos en Alhambra, Carson, Este de Los Angeles, Inglewood, Lancaster, Monterey Park, Oeste de Los Angeles y Palmdale.

**POR FAVOR VISITE NUESTRA PAGINA DE INTERNET
PARA LOS DIAS Y HORARIOS DE LAS CLINICAS**



Derechos de Vivienda para Personas con Discapacidad



**Las Leyes Federales y
Estatales Que Prohíben
la Discriminación**

**Para Asistencia, Por Favor
Llame al
(800) 477-5977**

Sabía Usted.....

Las Leyes de Vivienda Justa protegen a las personas con discapacidades, tanto físicas como mentales, incluyendo SIDA y VIH, y también a aquellas personas que son percibidas como discapacitados.

Leyes Estatales y Federales requieren que los dueños de propiedad permitan Modificaciones Razonables y Acomodaciones Razonables a individuos con discapacidades.

Una acomodación o modificación se considera "Razonable" siempre y cuando no interfiera con los derechos de los demás inquilinos y no cause una carga financiera o administrativa demasiado alta al dueño de la propiedad.

La ley requiere que el dueño de la propiedad permita la acomodación o modificación, aunque la responsabilidad de pagar por cualquier costo asociado con la acomodación o modificación es del inquilino discapacitado, y si es razonable, de restaurar la vivienda a su condición original cuando se mude.

¿Qué Son Acomodaciones Razonables?

Una Acomodación Razonable es una excepción dada a un inquilino discapacitado en cuanto a las reglas y pólizas del edificio se refiere para asegurar el derecho del inquilino a gozar de su vivienda como cualquier otro inquilino.

La ley requiere que un propietario conceda una acomodación a menos que esta cause una "carga financiera o administrativa demasiado alta" para el propietario.

Cada petición es evaluada dependiendo del caso.

Algunos ejemplos incluyen...

- Una Acomodación Razonable puede ser permitirle al inquilino tener un animal que confora o que provee un servicio en un edificio donde no se permiten mascotas.
- Asignarle a un inquilino discapacitado un estacionamiento que esté más cerca a su unidad.

¿Qué son Modificaciones Razonables?

Una Modificación Razonable es un cambio a la estructura física de la unidad o edificio. Las modificaciones se pueden hacer al interior o exterior de la unidad, así como a las áreas comunes.

El inquilino discapacitado tiene que pagar por el costo de la modificación.

Si es razonable, es posible que el inquilino tenga que pagar para restaurar la unidad a su condición original cuando se mude. Para poder pagar por la restauración, es posible que el inquilino tenga que establecer una cuenta bancaria para cubrir los costos en el futuro.

Algunos ejemplos incluyen...

- Darle permiso al inquilino discapacitado construir una rampa para tener acceso a su unidad.
- Darle permiso al inquilino incapacitado de instalar agarradores en la tina del baño.

Presently serving the communities of:

| | |
|---------------------------|-----------------------------------|
| Los Angeles City | Monrovia |
| Alhambra Village | Montebello |
| Bel-Air | Monterey Park |
| Boyle Heights | Pasadena |
| Brentwood | Pico Rivera |
| Century City | Pomona |
| Cherry Hill Hills | Rosemead |
| Chinatown | San Gabriel |
| Country Club Park | San Marino |
| Cypress Park | Sierra Madre |
| Downtown Los Angeles | South El Monte |
| Eagle Rock | South Pasadena |
| Echo Park | Temple City |
| El Sereno | West Covina |
| Grassell Park | Wright |
| Hancock Park | Antelope Valley |
| Highland Park | Lancaster |
| Hollywood | Palmdale |
| Koreatown | Ventura County |
| Los Feliz | Canalito |
| Mar Vista | Fillmore |
| Mid-City | Moorpark |
| Miracle Mile | Ojai |
| Montecito Heights | Oxnard |
| Monterey Hills | Port Huerneme |
| Mt. Washington | Santa Paula |
| Pacific Palisades | San Buenaventura |
| Palms | Simi Valley |
| Park La Brea | Thousand Oaks |
| Playa del Rey | Unincorporated Ventura County |
| Sawdelle | Western Los Angeles County |
| Silverlake | Beverly Hills |
| Vanice | Cliver City |
| Westchester | Inglewood |
| Westlake | Lanox |
| West Los Angeles | Malibu |
| Westwood | Marina del Rey |
| San Gabriel Valley | West Hollywood |
| Alhambra | South Bay |
| Atsadero | Carson |
| Arcadia | El Camino Village |
| Azusa | El Nido |
| Baldwin Park | El Segundo |
| Brandury | Hearthome |
| Covina | Hermosa Beach |
| Duarte | Hollywood Riviera |
| East Los Angeles | Lanndale |
| El Monte | Manhattan Beach |
| Glendale | Redondo Beach |
| Glendora | |
| Inverdale | |

For Free Assistance

Please Call:

1-(800) 477-5977

TTY: 213-201-0867

www.housingrightscenter.org

LOS ANGELES OFFICE:

3255 Wilshire Blvd

Suite 1150

Los Angeles, CA 90010

PASADENA OFFICE:

Jackie Robinson Center

1020 N. Fair Oaks Avenue

Pasadena, CA 91103

Phone: (626) 791-0211



**EQUAL HOUSING
OPPORTUNITY**

Walk-in Clinics are also conducted in Alhambra, Carson, East Los Angeles, Inglewood, Lancaster, Monterey Park, Palmdale & West Los Angeles.

VISIT OUR WEBSITE FOR CLINIC DAYS & HOURS

Housing Rights Center

住房權益中心
 El Centro de Derechos de Vivienda
 주거 권익 센터
 居住者的公正與平等努力
 Working for Justice and Equality in Housing
 Trabajando Por la Justicia e Igualdad en la Vivienda

“Working for Justice and Equality in Housing”

AGENCY PROFILE

The Housing Rights Center ("HRC") is California's largest, nonprofit civil-rights organization dedicated to identifying impediments to fair housing and combating discrimination. Since 1968, HRC has identified and addressed the challenges of housing discrimination without interruption, and continues to expand and diversify its services and programs to meet the need and ever changing issue of fair housing.



HRC's mission is to actively support and promote freedom of residence through education, advocacy and litigation, to the end that all persons have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income, or other characteristics protected by law.

PROGRAMS & SERVICES

The Housing Rights Center provides a variety of programs and services to its clients free of charge. HRC's staff is able to assist clients in several different languages including: Spanish, Mandarin, Korean, Vietnamese, Armenian, Russian, Cantonese, and English.

Discrimination Complaint Investigation

HRC investigates allegations of housing discrimination. The Discrimination Investigation Team conducts fact finding investigations and proposes potential solutions for the client. Case resolution can include mediation, conciliation, a referral to state and federal administrative agencies, or a referral to the HRC Litigation Department.

Enforcement & Litigation

HRC has developed unique and broad-based legal strategies to help clients and communities defeat housing discrimination. Using evidence collected by investigators and testers, HRC's Litigation Department has successfully litigated numerous fair housing and unfair business practices cases. The Department's lawyers have obtained Consent Decrees and verdicts that not only end discriminatory practices and redress injuries, but also serve to educate a broader audience about fair housing issues through publicity and trainings funded by defendants.

Landlord/Tenant Counseling

HRC's comprehensive Landlord/Tenant Counseling Program provides landlords and tenants with information they can use to resolve their housing related concerns. Through HRC's toll free number, callers can speak with a trained Housing Counselor and obtain information concerning their respective landlord-tenant rights and responsibilities under California law, and local city ordinances.

Outreach & Public Education

HRC's Outreach and Public Education Program seeks to educate community members, industry professionals, lending institutions, government personnel, and citizens' organizations on the state and federal fair housing laws. The Public Education Program is designed to reach all segments of the community with special emphasis on low and moderate income residents. The Program distributes free multi-lingual educational literature and resources to the public, and conducts workshops and presentations on fair housing and landlord-tenant rights and responsibilities.

Predatory Lending Hotline

HRC works to eliminate predatory lending practices through our anti-predatory lending hotline. Counselors are available to answer questions regarding home mortgage and refinance issues and predatory lending schemes, and will provide referrals to appropriate agencies for further assistance.

Advocacy

HRC participates in a variety of advocacy efforts aimed at promoting equality in the housing sector. Most notably, HRC worked with a coalition of fair housing and civil rights advocates to support AB 976. This California bill clarifies housing providers' obligations not to inquire about a tenant's immigration status, and prohibits municipalities from adopting laws that would require a landlord to take action on such information. This bill became law in January 2008.

Actualmente sirviendo a las comunidades de:

| | |
|---------------------------|-----------------------------------|
| Los Angeles City | Monrovia |
| Alhambra Village | Montebello |
| Bal-Ai | Monterey Park |
| Boyle Heights | Pasadena |
| Brentwood | Pico Rivera |
| Century City | Portona |
| Cheviot Hills | Resemead |
| Christown | San Gabriel |
| Country Club Park | San Marino |
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| Mar Vista | Fillmore |
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| Miracle Mile | Ojai |
| Montecito Heights | Orcutt |
| Monterey Hills | Port Huerneme |
| Mt. Washington | Santa Paula |
| Pacific Palisades | San Buenaventura |
| Palms | Simi Valley |
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| Sawtelle | Western Los Angeles County |
| Silverlake | Beverly Hills |
| Venice | Calver City |
| Westchester | Inglewood |
| Westlake | Lennox |
| West Los Angeles | Malibu |
| Westwood | Manna del Rey |
| San Gabriel Valley | West Hollywood |
| Altamira | South Bay |
| Alhambra | Carson |
| Arcadia | El Camino Village |
| Azusa | El Nido |
| Baldwin Park | El Segundo |
| Bradbury | Hawthorne |
| Covina | Hermosa Beach |
| Duarte | Hollywood Riviera |
| East Los Angeles | Lamondale |
| El Monte | Manhattan Beach |
| Gardenia | Redondo Beach |
| Glendora | |
| Irwindale | |

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OFICINA DE LOS ANGELES

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TTY: (213) 201-0867

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OFICINA DE PASADENA

Jackie Robinson Center
1020 N. Fair Oaks Avenue
Pasadena, CA 91103

Teléfono: (626) 791-0211



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El Centro de
Derechos
De Vivienda

ភ្នាក់ងារនៃ អង្គការសម្រាប់ ធានាសិទ្ធិ
 ជម្ងឺ ជំងឺ ជំងឺ ជំងឺ ជំងឺ
 住房權益中心
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 居住房の公正平等而努力
 Working for Justice and Equality in Housing
 Trabajando Por la Justicia e Igualdad en la Vivienda

“Trabajando por la Justicia e Igualdad en la Vivienda”

PERFIL DE LA AGENCIA

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PROGRAMAS Y SERVICIOS

Educación y Acercamiento a la Comunidad

El HRC ha desarrollado un programa efectivo de educación y acercamiento el cual busca educar a la comunidad en idiomas apropiados en cuanto como surgen las injusticias en la vivienda, las leyes que protegen contra la discriminación en la vivienda y maneras de prevenir injusticias en la vivienda. El HRC también presenta eventos especiales a través del año, como *La Cumbre de Derechos de Vivienda*, y *Acomodaciones para Inquilinos con Discapacidades: Un Taller Para Arrendadores*.

Consejería para Arrendadores/Inquilinos

Muchas de las personas que recurren al HRC por asistencia tienen preguntas básicas sobre los derechos y responsabilidades de arrendadores e inquilinos. Nuestros consejeros de vivienda proveen a nuestros clientes con información comprensiva que ellos pueden utilizar para resolver esos problemas.

Abogacía

El Centro de Derechos de Vivienda participa en una variedad de esfuerzos de apoyo legislativo. Por ejemplo, colaboramos con una coalición de promotores de derechos civiles para apoyar AB 976. Este proyecto de ley de California clarifica la obligación de proveedores de vivienda en no preguntar sobre el estatus de inmigración del inquilino, y prohíbe a la municipalidades la adopción de leyes que requieran que los arrendadores tomen alguna acción con dicha información. Esta legislación fue adoptado como ley en Enero del 2008.

El Centro de Derechos de Vivienda provee una variedad de programas y servicios para sus clientes de manera gratuita. El personal del HRC puede asistir a clientes en Español, Mandarín, Coreano, Armenio, Ruso, Cantonés e Inglés.

Investigación de Quejas de Discriminación

El HRC investiga quejas de discriminación en la vivienda. El Equipo de Investigaciones, conduce investigaciones sobre los hechos y propone posibles soluciones para el cliente. La resolución de los casos puede incluir mediación, conciliación, referir los casos a agencias administrativas estatales y federales, o el referirlos al Departamento de Litigio del HRC.

Ejecución y Litigio

El HRC ha desarrollado estrategias legales amplias y únicas para ayudar a clientes y a comunidades derrotar la discriminación en la vivienda. Usando evidencia colectada por los investigadores, el Departamento de Litigio del HRC ha litigado exitosamente numerosos casos de discriminación en la vivienda y prácticas injustas de negocios. Nuestros abogados han obtenido Decretos de Consentimiento y veredictos que no sólo acaban con prácticas discriminatorias y alivian lesiones, además sirven para educar a un público más amplio sobre temas de vivienda justa por medio de publicidad y talleres informativos financiados por los demandados.

Línea Roja Sobre Préstamos Predatorios

El HRC trabaja para eliminar prácticas de préstamos predatorios por medio de nuestra línea roja de préstamos anti-predatorios. Consejeros están disponibles para contestar sus preguntas en cuanto a la hipoteca de su hogar, refinanciamiento, métodos utilizados por prestamistas predatorios, y para referirlos a las agencias apropiadas si necesitan mayor asistencia.



HOUSING RIGHTS CENTER

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Since 1968, HRC has identified and addressed the challenges of housing discrimination without interruption, and continues to expand and diversify its services and programs to meet the need and ever changing issue of fair housing.

HRC provides residents within the Los Angeles and Ventura Counties with free (1) housing discrimination investigation, (2) enforcement and impact litigation, (3) outreach and public education, and (4) landlord-tenant counseling.

Call HRC today to learn about your rights and responsibilities.

**Los Angeles Office
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Suite 1150**

Los Angeles, CA 90010

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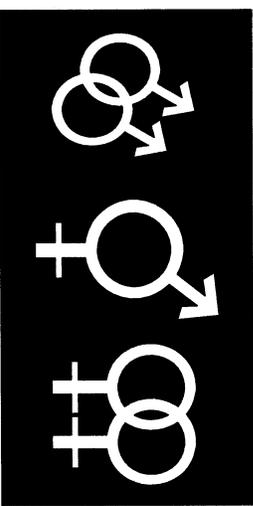
Visit our website for clinic days & hours

Office locations are handicapped accessible



**FAIR HOUSING
KNOW YOUR RIGHTS**

Sexual Orientation Discrimination



**Discrimination Based
On Sexual Orientation,
Gender Characteristics
or Gender Identity**

**For Assistance, Please Call
(800) 477-5977**

Did You Know?

- California law prohibits landlords from refusing to rent to a tenant because of his or her sexual orientation, gender characteristics or gender identity.
- Landlords are also prohibited from treating tenants differently because of their sexual orientation or gender characteristics, or because that tenant associates with gay, lesbian, or bisexual, transgender or intersex friends.
- The law protects those who are perceived to be gay, lesbian, bisexual, transgender or intersex no matter what their sexual orientation or gender identity may be.

Examples of Discrimination

- A manager refuses to rent to someone who is gay, lesbian or bisexual because it is against his/her religious beliefs.
- A manager refuses to allow a same-sex couple to rent a unit on the same terms as an opposite-sex couple.
- A manager makes derogatory or insulting comments about a tenant's actual or perceived sexual orientation.
- A manager imposes different house rules restricting overnight guests when the guest is the same sex as the tenant.
- A manager refuses to intervene when a gay, lesbian, bisexual, transgender or intersex tenant is being harassed by other tenants within the same building.
- A manager inquires as to the sexual orientation of a tenant or prospective tenant.

Stand Up Against Hate

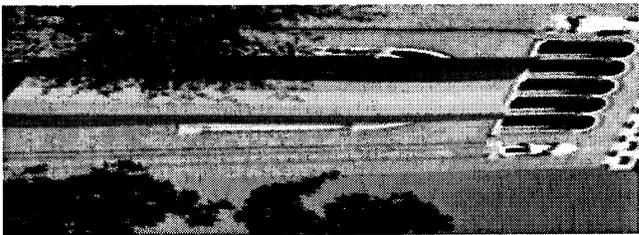
If you or anyone you know has been a victim of housing discrimination contact the Housing Rights Center immediately.

Fair housing agencies are here to help you enforce your rights and eliminate discriminatory practices.

It is against the law for a landlord or manager to retaliate against a tenant because that tenant exercised their fair housing rights.

EXAMPLES OF RETALIATION INCLUDE:

- * A manager giving a rent increase to a tenant for reporting discriminatory behavior.
- * A landlord evicting or threatening to evict a tenant for exercising their fair housing rights.
- * A manager revoking a tenant's parking privilege to punish the tenant for filing a complaint.



¡Cerrando el Armario a la Discriminación en la Vivienda!

Si piensa que usted o alguien que usted conoce ha sido una víctima de discriminación en la vivienda debido a su orientación sexual, contacte inmediatamente a su organización local de vivienda justa.

Las agencias de vivienda justa están aquí para ayudarle a ejecutar sus derechos y a eliminar prácticas discriminatorias para que todos puedan escoger donde vivir sin importar su raza, color, religión, nacionalidad, género, estatus familiar, incapacidad, estado civil, linaje, edad, orientación sexual, y fuente de ingresos.

**llame hoy al:
1-800-477-5977**

Para Mayor Información,
llámenos al:

1-800-477-5977

TTY: 213-201-0867

FAX: 213-381-8555

**CENTRO DE DERECHOS DE VIVIENDA
WWW.HOUSINGRIGHTSCENTER.ORG**

Los Angeles:

3255 Wilshire Blvd., Ste 1150

Los Angeles, CA 90010

Van Nuys:

6320 Van Nuys Blvd., Ste 311

Van Nuys, CA 91401

Pasadena:

1020 N. Fair Oaks Avenue

Pasadena, CA 91103

Phone: 626-791-0211

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**Exprésese Librementemente
En Su Propio Hogar.**



Discriminación

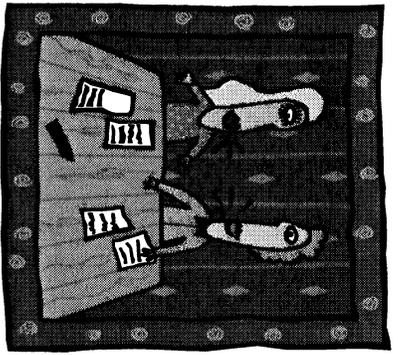
Por Orientación

Sexual



**Para Mayor Información,
llame al:**

1-800-477-5977



*Sabia
Usted
que...*

• La ley de Empleo y Vivienda justa de California protege a las personas de la discriminación en la vivienda debido a su orientación sexual.

• La ley estatal protege a las personas de ser discriminadas o acosadas por ser gay, lesbianas o bisexuales o porque son percibidos como gay, lesbianas, o bisexuales.

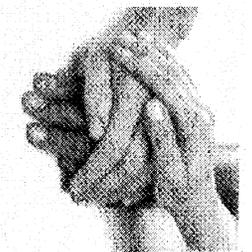
• La ley estatal también prohíbe el trato diferente a los inquilinos porque estos se asocian con personas que son gay, lesbianas o bisexuales o que son percibidos como gay, lesbianas o bisexuales.

La Discriminación por Orientación Sexual Ocurre Cuando...



- Un administrador se niega a rentarle a alguien que es gay, lesbiana o bisexual porque va en contra de sus creencias religiosas.
- Un administrador se niega a permitir que las parejas del mismo sexo renten una unidad bajo los mismos términos de renta que las parejas del sexo opuesto.
- Un administrador insulta o hace comentarios derogatorios sobre la orientación sexual de un inquilino o lo que se percibe es su orientación sexual.
- Un administrador se niega a intervenir cuando un inquilino gay, lesbiana o bisexual es acosado/a por otros inquilinos en el mismo edificio.
- Un dueño de propiedad requiere que todo solicitante interesado en rentar su propiedad dé a conocer su orientación sexual con el único propósito de no rentarle a personas que son gay, lesbianas o bisexuales.
- Un administrador impone diferentes reglas de propiedad restringiendo las visitas que pasan la noche en la unidad cuando el invitado es del mismo sexo que el inquilino.

Obteniendo Ayuda...



Es contra la ley que un administrador o dueño de propiedad tome cualquier tipo de represalias en contra de un inquilino porque el inquilino ha ejercitado sus derechos de vivienda justa.

Algunos ejemplos de represalias incluyen:

- * Que un administrador aumente la renta a un inquilino por haber reportado comportamiento discriminatorio.
- * El que un propietario amenace con desalojar a un inquilino por haber ejercitado sus derechos de vivienda.
- * Que un administrador le quite el estacionamiento a un inquilino por haber puesto una queja.

Si usted siente que ha sido discriminado/a por ser gay, lesbiana o bisexual, llame al:

1-800-477-5977

Todos tienen el derecho de vivir libres de discriminación.



SABÍA USTED...

Las leyes de derechos civiles nos protegen a todos. Nosotros tenemos el derecho de heredar, comprar, arrendar, vender, poseer, o transferir propiedad. Como dueños de apartamentos, o sus agentes, ustedes tienen el derecho de escoger al solicitante que esté mejor calificado.

Sin embargo, consideraciones como raza, color, religión, género, nacionalidad, estatus familiar, incapacidad física ó mental, orientación sexual, estado civil, linaje, edad, fuente de ingresos, o cualquier otra base arbitraria no pueden influir en su decisión de alquilarle a alguien.

Para protegerse usted mismo y a su inversión, es importante saber y entender sus derechos de igualdad en la vivienda y sus responsabilidades. Nosotros ofrecemos entrenamientos comprensivos para los administradores de propiedad, en Inglés y Español, que le darán información práctica y útil sobre cómo cumplir con la ley.

Para más información,

Llame al 800-477-5977

PARA MÁS INFORMACIÓN, CONTÁCTE A:

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POR FAVOR VISITE NUESTRA PAGINA DE INTERNET
PARA LOS DIAS Y HORARIOS DE LAS CLINICAS



Arrendadores y La Vivienda Justa

¿Conoce usted sus
derechos y
responsabilidades
como dueño de
una propiedad en
alquiler?

Alguna vez ha dicho o quiso decir...

"No aceptamos niños en el Segundo piso."

"Preferimos a parejas casadas."

"No quiero poner rampas para su silla de ruedas porque costaría mucho dinero."

"No se permiten mascotas. No hay excepciones."

Si lo ha hecho, probablemente usted ha violado la ley!

Los dueños de propiedad también son responsables por las acciones de sus agentes. Ambos pueden ser responsables legalmente por prácticas discriminatorias. Desconocer la ley no es una excusa.

Póngase en contacto con su organización local de vivienda justa. Con entrenamiento de vivienda justa pro-activo y presentaciones, los podemos ayudar a evitar una demanda. Nuestras sesiones comprensivas de vivienda justa han sido desarrolladas específicamente para administradores de propiedad de renta.

Para la fecha y hora de las sesiones, llámenos al 800-477-5977

Derechos de Propietarios de Apartamentos y Administradores

Usted tiene el derecho a:

- Escoger a los solicitantes basándose en su habilidad de cumplir con requisitos objetivos.
- Solicitar que completen una solicitud de renta.
- Requerir un ingreso mensual razonable.
- Requerir que los inquilinos cumplan con las reglas y condiciones del edificio.

Responsabilidades de Los Propietarios de Apartamentos y sus Administradores

Como un propietario o administrador usted debe:

- Considerar a todos los solicitantes por igual.
- No indicar preferencia alguna cuando anuncie o muestre los apartamentos.
- Dar a todos los solicitantes fechas de ocupación precisas y completas, así como condiciones o términos de renta e información sobre las unidades disponibles.
- Permitirle a una persona incapacitada recibir una acomodación o modificación razonable.
- Absténgase de hacer preguntas escritas o verbales sobre raza, grupo étnico, religión, sexo, estado civil o estatus familiar de un solicitante.

LEYES ESTATALES Y FEDERALES PROHIBEN LA DISCRIMINACION EN BASE A:

- Raza
- Color
- Religión
- Género
- Nacionalidad
- Estatus Familiar (*familias con hijos menores de 18 años)
- Incapacidad Física o Mental
- Orientación Sexual
- Estado Civil
- Linaje
- Edad
- Fuente de Ingresos
- Otros Motivos Arbitrarios

Terminations and Evictions

A landlord can evict a tenant on a month-to-month tenancy in the following ways:

1. Thirty (30) or Sixty (60) Day Notice to Vacate
2. Three-Day (3) Notice to Pay or Quit
3. Three-Day (3) Notice to Perform Covenant or Quit
4. Three-Day (3) Notice to Quit (in extreme circumstances)

The Eviction Process

If you do not move out within the required notice to vacate period and you have not successfully negotiated to receive a written rescission of the notice from your landlord, the following can occur:

- a. Landlord can file for eviction after a three (3), thirty (30) or sixty (60) day notice has expired.
- b. Landlord files unlawful detainer action with the court and serves copy on the tenant.
- c. Tenant has five (5) days to file an answer with the court.

Two things can occur at this point:

1. Tenant responds with a general denial of the complaint or with an affirmative defense such as retaliation, discrimination, technicality, or habitability.
 - a. Court hearing is set and judge decides case outcome or parties reach settlement.
 2. Tenant fails to respond
 - a. Landlord can obtain default judgment against tenant for failure to respond.
- If the tenant loses or obtains a default judgment against him/her, he/she will receive a 5-day notice to vacate. The Sheriff will lock the tenant out of the home if the tenant does not move out within the designated five-days.

Housing Rights Center

**For Free Assistance,
Please Call:**

Toll Free: (800) 477-5977
TTY Users: (213) 201-0867
Fax: (213) 381-8555

www.housingrightscenter.org

Los Angeles Office
325 Wilshire Blvd
Suite 1150
Los Angeles, CA 90010

Pasadena Office
Jackie Robinson Center
1020 N. Fair Oaks Avenue
Pasadena, CA 91103
Phone: 626-791-0211

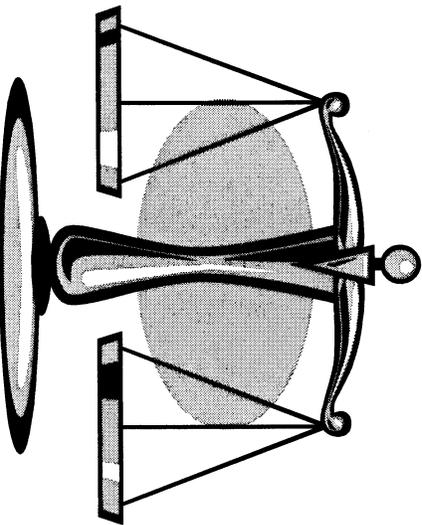
Walk-in Clinics are also conducted in Alhambra, Carson, East Los Angeles, Inglewood, Lancaster, Monterey Park, Palmdale & West Los Angeles.

Visit our website for clinic days & hours
Office locations are handicapped accessible



**FAIR HOUSING
KNOW YOUR RIGHTS**

EVICCTIONS



**An Overview of the
Unlawful Detainer
Process**

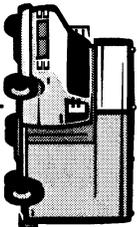
**For Assistance, Please Call
(800) 477-5977**

Need Help?
 Contact the
 Housing Rights Center at
 (800) 477-5977
 www.housingrightscenter.org

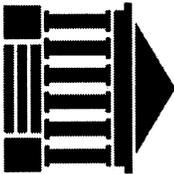
THE UNLAWFUL DETAINER PROCESS

If you lose the UD, the
 eviction will be on your
 credit report for seven years
 and could make it difficult to
 rent another apartment

Receive 30, 60
 or 90-day notice

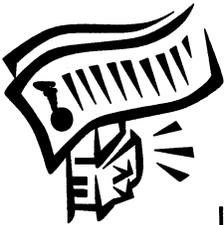


MOVE OUT
 DON'T MOVE
 OUT



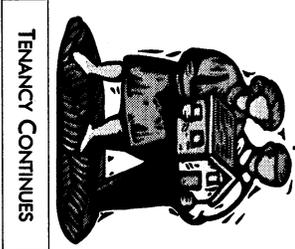
The "Answer" is the document which must
 be filed with the UD summons. If you do not file
 an Answer the landlord can ask for a
 default judgment against you!

Receive 3
 day notice



DON'T PAY RENT, CORRECT
 VIOLATION, OR DISPUTE
 3-DAY NOTICE

PAY RENT, CORRECT
 VIOLATION, OR
 NEGOTIATE SETTLEMENT



TENANCY CONTINUES

RECEIVE NOTICE OF UNLAWFUL
 DETAINER (UD)
 (SUMMONS & COMPLAINT)

YOU HAVE
 5 DAYS TO
 "ANSWER"

THE ANSWER CAN INCLUDE:

DENIAL—(General or Specific)
AFFIRMATIVE DEFENSES—(Retaliation, Discrimina-
 tion, Technical, Waiver, Habitability*)

If you have received a 3, 30,
 60 or 90 Day notice, or you
 think you might receive a notice
 and want to know about your
 rights and responsibilities, call
 the Housing Rights Center at
 (800) 477-5977

The court-administered eviction process assures the tenant of the
 right to a court hearing if the tenant believes that the landlord
 has no right to evict the tenant. The landlord must use this court
 process to force the tenant to move. For example, the landlord
 cannot physically remove or lock out the tenant, cut off utilities
 such as water or electricity, remove outside windows or doors, or
 seize the tenant's belongings in order to carry out the eviction.
 The landlord must use the proper court procedures.

Receive
 Trial Notice

Go To Trial

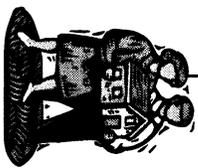
Judge decides case
 outcome or parties
 reach settlement

IF YOU WIN

IF YOU LOSE
 The court will give
 you one week to
 one month (on
 average) to
 move out.

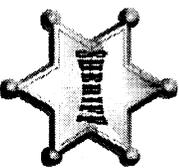
5 DAY
 NOTICE TO
 VACATE

AFTER
 5 DAYS



TENANCY CONTINUES
 WITH 6-MONTH
 PROTECTION FROM NO
 FAULT EVICTION

Sheriff Lock-Out



Terminaciones & Desalojos

¿Cuáles son sus derechos y responsabilidades?

Bajo el Código Civil de California un arrendador puede desalojar a un inquilino con una tenencia de mes-a-mes de las siguientes maneras:

1. Notificación de 60 ó 30 días para desalojar
2. Notificación de 3 Días Para Pagar Renta o Desalojar
3. Notificación de 3 Días Para Cumplir con las Reglas o Desalojar
4. Notificación de 3 Días para Desalojar (En Situaciones extremas)

El Proceso de Desalojo

Si usted no se muda dentro del periodo requerido por la notificación ó no ha tenido éxito en negociar un acuerdo con el arrendador para anular la notificación, lo siguiente puede ocurrir:

- a. El arrendador puede entablar una demanda de desalojo después que la notificación de 3, 30, ó 60 días expire.
- b. El arrendador entabla una acción de desalojo con la corte y entrega una copia al inquilino.
- c. El inquilino tiene cinco (5) días para mandar su respuesta a la corte.

Dos cosas pueden ocurrir a este punto:

1. El inquilino responde con una negación de la queja o con una defensa afirmativa, como alegar represalias, discriminación, detalle técnico, o habitabilidad.
- a. La audiencia con la corte es establecida por un juez y el juez decide el resultado del juicio ó las partes llegan a un acuerdo.

2. El inquilino no responde:

- a. El arrendador puede obtener automáticamente un veredicto en contra del inquilino por no responder.

Si el inquilino pierde u obtiene un veredicto en su contra, el/ella recibirá una notificación de desalojo de 5 días.

Si el inquilino/a no se muda dentro de los 5 días designados, el Sheriff pondrá llave a la vivienda para que el inquilino no pueda entrar.

* Si usted pierde el juicio de desalojo, el desalojo aparecerá en su reporte de crédito por siete años y esto podría causarle dificultades para rentar otro apartamento.

Housing Rights Center

PARA MÁS INFORMACIÓN

CONTACTÉMONOS AL:

1-800-477-5977

TTY: 213-201-0867

Fax: (213) 381-8555

www.housingrightscenter.org

Los Angeles Office

3255 Wilshire Blvd

Suite 1150

Los Angeles, CA 90010

Pasadena Office

Jackie Robinson Center

1020 N. Fair Oaks Avenue

Pasadena, CA 91103

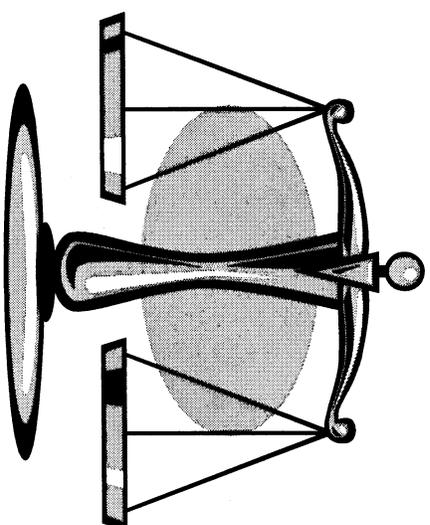
Phone: 626-791-0211

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**POR FAVOR VISITE NUESTRA PAGINA DE INTERNET
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El Proceso Legal de Desalojo



**Trabajando Por la
Justicia e Igualdad en
la Vivienda**

Para Asistencia, Por Favor

Llame al

(800) 477-5977

EL PROCESO LEGAL DE DESALOJO



Recibe notificación de 60 días*

Se muda



No se muda

Recibe notificación de 3 días



No paga la renta, corrige la violación, o disputa la notificación

Paga la renta, corrige la violación, o negocia un acuerdo

Recibe Notificación del Desalojo (UD)
(Citaorio Judicial y Demanda)



5 días para responder*

*Este es el documento que debe ser entregado a la corte a mas tardar 5 días después de recibir el citatorio judicial o el propietario puede obtener automáticamente un veredicto en su contra.

Respuesta



Notificación del Juicio

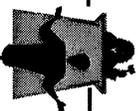


La respuesta puede incluir:

Negación—(General o Especifica)
Defensas Afirmativas—(Represalias, Discriminación, Detalle Técnico, Habitabilidad*)
* Únicamente por Notificaciones de 3 días para que pague o desaloje

Usualmente 2-4 semanas después de someter la respuesta

Cita en la Corte



Juicio

Evidencia:
Testigos
Documentos
Inspecciones

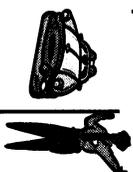
Juez decide la resolución del caso o las partes llegan a un acuerdo*

*Las Partes pueden solucionar las disputas entre sí antes del juicio.

Tenencia continúa con el Inquilino Teniendo protección de 6 meses para no ser desalojado por motivos que no sean su culpa



Sheriff pondrá llave a la propiedad



NOTICIA DE 5 DIAS PARA DESALOJAR

5 Días

EL CENTRO DE DERECHOS DE VIVIENDA

Oficina de Los Angeles
3255 Wilshire Blvd., Ste. 1150
Los Angeles, CA 90010
Teléfono: 213-387-8400

Oficina de Pasadena
1020 N. Fair Oaks Ave.
Pasadena, CA 91103
Teléfono: 626-791-0211

Si usted ha recibido una notificación de 3, 30 ó 60 días, o si piensa que va a recibir una y quiere conocer sus derechos y responsabilidades, llame al Centro de Derechos de Vivienda

*Si el Inquilino ha ocupado la unidad de vivienda por menos de 12 meses, o si alquila una casa o condominio la cual se encuentra a la venta, el dueño solamente debe proveer una notificación de 30 días.

www.housingrightscenter.org

Where can I call for help?



If you think you have been discriminated against while trying to buy a home, contact your local fair housing agency and report it. Fair housing agencies exist to help you enforce your rights and to eliminate discriminatory practices in housing so that everyone regardless of their race, color, religion, national origin, sex, familial status, disability, marital status, ancestry, age, sexual orientation and source of income can live wherever they choose to live.

What other services are offered by fair housing agencies?



In addition to providing housing discrimination complaint investigation, the Housing Rights Center offers the following services free of charge to the public:

- Predatory lending hotline
- Outreach and Education services.
- Landlord/tenant counseling and
- A monthly rental listing called "Project Place." (HRC)

Contact Information:

Housing Rights Center

For Free Assistance,

Please Call:

Toll Free: (800) 477-5977

TTY Users: (213) 201-0867

Fax: (213) 381-8555

www.housingrightscenter.org

Los Angeles Office

3255 Wilshire Blvd., Suite 1150

Los Angeles, CA 90010

Van Nuys Office

6320 Van Nuys Blvd., Suite 311

Van Nuys, CA 91401

Pasadena Office

1020 N. Fair Oaks Avenue

Pasadena, CA 91103

Phone: 626-791-0211

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Los Angeles.

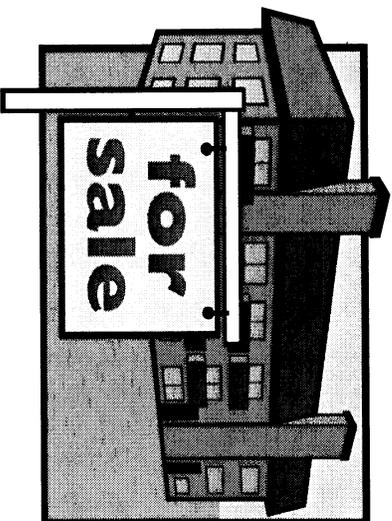
Visit our website for clinic days & hours
Office Locations are handicap accessible



Homebuyers

and

Fair Housing

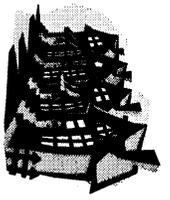


What you need to know!

For more information,
please call us at:

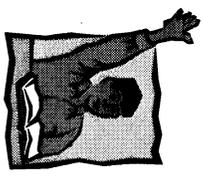
1-800-477-5977

What is Fair Housing?



Fair Housing refers to your right to live wherever you choose and can afford without being discriminated against because of your race, color, religion, disability, national origin, age, familial status, sex, marital status, source of income, ancestry and/or sexual orientation.

You are protected from illegal discrimination at the state and federal level through the California Fair Employment and Housing Act of 1964 and through the Federal Fair Housing Act of 1968, as amended.



How am I protected under the Fair Housing Laws?

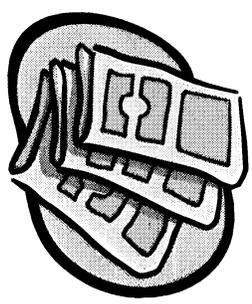
Fair Housing Laws protect you from discrimination during all housing related transactions. This means you are protected whether you are a prospective tenant looking for housing, a tenant living in an apartment complex or renting a house, or whether you are a prospective homebuyer.

Fair Housing and Home Buyers

If you are a prospective homebuyer you need to be aware of potential discriminatory practices during all steps of the home buying process.

Advertising:

Under the Fair Housing Law it is illegal to publish any advertising that exhibits preference for a particular group of people or to publish an ad that seeks to exclude a particular group of people based on any of the categories protected by the law.



Sample discriminatory ads:

- "1 bedroom house for sale. Not suitable for children"
- "2 bedroom house for sale. Very exclusive neighborhood, next to Catholic church."

Inspection of homes with a real estate agent:

As part of the home buying process you will have to meet with real estate agents to view homes you might be interested in buying.



During this stage of the process you need to be aware of potential discriminatory practices such as "steering." "Steering" refers to a discriminatory practice where a real estate agent might try to steer you away from particular neighborhoods or communities because they are not made up predominantly of your

racial or ethnic group. The agent might assume that you want to move into a neighborhood of residents of your own race or ethnicity, but that decision should be yours, not the agent's.

The lending process:

Fair Housing Laws also protect you from discrimination while applying for a loan to buy your home. Banks or mortgage companies may look at your financial ability to pay back the loan. However, they may not require that you provide them with more information or documentation than other applicants because they believe that because of your racial or ethnic background you may not be able to repay the loan.



Insurance:

Part of your home buying process will include buying homeowner's insurance. Sometimes insurance companies may be reluctant or refuse to insure property in certain neighborhoods or zip code areas. This is an illegal practice known as "redlining." Your homeowner's insurance should be based on the value of the house and the risks involved with that insurance, not on an insurance agent's misconception of who lives in your neighborhood.



*¿A Dónde Puedo Llamar
para recibir ayuda?*



Si piensa que usted ha sido discriminado mientras intentaba comprar una casa, contacte a su oficina local de vivienda justa y repórtelo. Las agencias de vivienda justa existen para ayudarle a ejercer sus derechos y para eliminar las prácticas discriminatorias en la vivienda para que todos, sin importar raza, color, religión, nacionalidad, sexo, estatus familiar, incapacidad, estado civil, linaje, edad, orientación sexual o fuente de ingresos, puedan vivir donde ellos escojan.

*¿Qué Otros Servicios ofrecen
Las agencias de vivienda
Justa?*



Aparte de proveer investigación de quejas de discriminación, el Centro de Derechos de Vivienda ofrece los siguientes servicios de manera gratuita al público:

- Línea de información sobre préstamos predatorios.
- Servicios de educación y acercamiento a la comunidad.
- Asesoramiento para inquilinos y propietarios.
- Una lista mensual de rentas llamada "Project Place" (HRC)

Dónde contactarnos:

Housing Rights Center

1-800-477-5977

TTY: 213-201-0867

Fax: 213-381-8555

www.housingrightscenter.org

Los Angeles:

3255 Wilshire Blvd., Ste 1150

Los Angeles, CA 90010

Van Nuys:

6320 Van Nuys Blvd., Ste 311

Van Nuys, CA 91401

Pasadena:

1020 N. Fair Oaks Ave.

Pasadena, CA 91103

Phone: 626-791-0211

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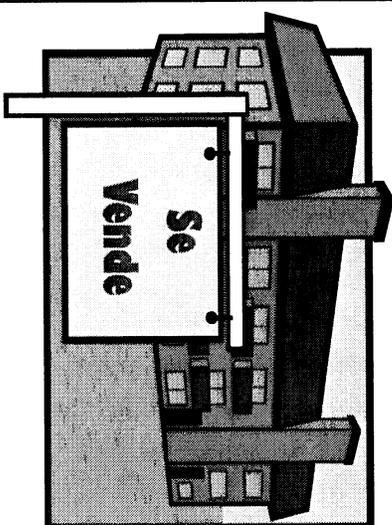


Vivienda Justa

Para

Compradores de

Vivienda

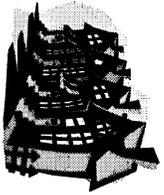


¡lo que usted necesita saber!

Para Más Información,
Favor de Llamarnos al:

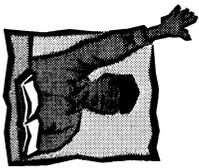
1-800-477-5977

¿Qué es
Vivienda Justa?



Vivienda Justa se refiere a su derecho de vivir donde usted quiera vivir y pueda pagar sin ser discriminado por su raza, color, religión, incapacidad, nacionalidad, edad, estatus familiar, sexo, estado civil, fuente de ingresos, orientación sexual y/o linaje.

Usted está protegido en contra de la discriminación ilegal a nivel estatal y federal por medio del Acta de Empleo y Vivienda Justa de California de 1964 y por el Acta Federal de Vivienda Justa de 1968.



¿Cómo Me Protegen las
Leyes de Vivienda Justa?

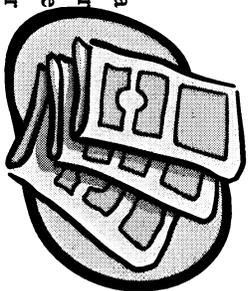
Las Leyes de Vivienda Justa lo protegen contra la discriminación durante todas las transacciones relacionadas con la vivienda. Esto significa que usted está protegido si esta buscando vivienda, si es un inquilino que vive en un edificio de apartamentos o está rentando una casa, o si es que usted está en el proceso de comprar vivienda.

Vivienda Justa y Compradores de Vivienda

Si usted es un futuro comprador de vivienda usted necesita estar al tanto de las prácticas potencialmente discriminatorias durante todos el proceso de la compra de vivienda.

Anuncios:

Bajo las Leyes de Vivienda Justa es ilegal publicar cualquier aviso que demuestre preferencia por un grupo de personas en particular o publicar un anuncio que busque excluir a un grupo de personas basado en cualquiera de las categorías protegidas por la ley.



Ejemplo de Anuncios Discriminatorios:

- "Casa de 1 recámara en venta. No apropiada para niños"
- "Casa de 2 recámaras en venta. Vecindario muy exclusivo, a la par de Iglesia Católica."

Inspección de hogares con un agente de bienes raíces:

Como parte del proceso de comprar una casa, usted tendrá que reunirse con agentes de bienes raíces para ver casas que usted esté interesado/a en comprar. Durante esta parte del proceso, usted necesita estar conciente de prácticas potencialmente discriminatorias como "steering."



"Steering" se refiere a una práctica discriminatoria donde un agente de bienes raíces puede tratar de dirigirlo fuera de ciertos vecindarios o comunidades

porque ese vecindario o comunidad no es predominantemente de su grupo racial o étnico. El agente puede asumir que usted quiere mudarse a un vecindario con residentes de su propia raza o etnia, pero esa decisión debe ser suya, no del agente.

El Proceso de Préstamo:

Las Leyes de Vivienda Justa también lo protegen de discriminación cuando usted aplica para un préstamo para comprar su casa. Los bancos o compañías hipotecarias pueden ver su habilidad financiera para poder pagar el préstamo. Sin embargo, ellos no pueden requerir más información o documentación de usted que a los otros solicitantes porque ellos piensan que debido a su raza o etnia usted no tendrá la capacidad de pagar el préstamo.



Seguro:

Parte del proceso de compra de vivienda incluye comprar un seguro para propietarios de vivienda. Algunas veces las compañías de seguros pueden resistirse o negarse a ofrecer



seguros para compradores de vivienda en ciertos vecindarios o áreas de un código postal. Esto es una práctica ilegal conocida en ingles como "redlining." Su seguro de vivienda debe basarse en el valor de su casa y los riesgos envueltos con ese seguro, no en los conceptos erróneos de un agente sobre quién vive en su vecindario.



HOUSING RIGHTS CENTER

WORKING FOR JUSTICE AND EQUALITY IN HOUSING

The Housing Rights Center's (HRC) mission is to actively support and promote freedom of residence through education, advocacy and litigation, to the end that all persons have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income, or other characteristics protected by law.

Since 1968, HRC has identified and addressed the challenges of housing discrimination without interruption, and continues to expand and diversify its services and programs to meet the need and ever changing issue of fair housing.

HRC provides residents within the Los Angeles and Ventura Counties with free (1) housing discrimination investigation, (2) enforcement and impact litigation, (3) outreach and public education, and (4) landlord-tenant counseling.

Call HRC today to learn about your rights and responsibilities.

Housing Rights Center

**For Free Assistance,
Please Call:**

Toll Free: (800) 477-5977

TTY Users: (213) 201-0867

Fax: (213) 381-8555

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Walk-in Clinics are also conducted in Alhambra, Carson, East Los Angeles, Inglewood, Lancaster, Monterey Park, Palmdale & West Los Angeles.

Visit our website for clinic days & hours



Office locations are handicap accessible

**FAIR HOUSING
KNOW YOUR RIGHTS**

Landlords and Fair Housing



**Your Rights And
Responsibilities As A
Housing Provider**

**For Assistance, Please Call
(800) 477-5977**

Have You Ever Said?

"We don't take kids on the second floor."

"We prefer married couples."

"No pets allowed. No exceptions."

"I don't think this area is right for you."

IF SO, YOU MAY HAVE VIOLATED THE LAW!

Civil rights laws protect all of us. We have the right to inherit, purchase, lease, sell, hold, or convey real property. As owners or their agents, you have the right to choose the most qualified prospective tenant.

However, considerations such as race, color, religion, gender, national origin, familial status, mental or physical disability, sexual orientation, marital status, ancestry, age, income source, or any other arbitrary basis cannot influence your rental decision.

To protect yourself and your investment, it is important to know and understand your fair housing rights and responsibilities.

Remember, liability for breaking the fair housing laws flows upward. You are liable for any unlawful acts committed by the people you employ. "I didn't know" is not a valid defense.

Rights & Responsibilities of Property Owners & Managers

As a property owner or manager you have the right to:

- Screen potential tenants based on their ability to meet objective qualifications.
- Request a complete rental application.
- Require a reasonable monthly income.
- Require tenants to comply with building rules and conditions.

As a landlord or property manager, you must:

- Consider all applicants equally.
- Not indicate any preferences when advertising or showing properties.
- Give all applicants accurate, complete occupancy dates and rental terms or conditions and information about other available units.
- Allow reasonable accommodations or modifications for people with disabilities.
- Refrain from making written or verbal inquiries about an applicant's race, ethnicity, religion, sex, marital or familial status.

What is Fair Housing?

Fair Housing means that people have the right to live where they choose without fear of discrimination based on their personal characteristics.

Federal and State fair housing laws prohibit discrimination based on the following characteristics:

- Race
- Color
- Religion
- Gender
- National Origin
- Familial Status
- (* Families with children under 18)
- Physical or Mental Disability
- Sexual Orientation
- Marital Status
- Ancestry
- Age
- Source of Income
- Or Other Arbitrary Basis

Contact HRC if you would like to attend a Fair Housing Certification Training. The training provides an in-depth approach to the fair housing laws, includes self-evaluated tests and a certificate of completion.

EXHIBIT 4

CITY OF PALMDALE

HUD FORM 935.2: AFFIRMATIVE FAIR HOUSING MARKETING PLAN

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

**U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity**

OMB Approval No. 2529-0013
(exp.12/31/2016)

| | | |
|--|------------------------------------|-------------------------|
| 1a. Project Name & Address (including City, County, State & Zip Code) | 1b. Project Contract Number | 1c. No. of Units |
| | | |
| | 1d. Census Tract | |
| | | |
| 1e. Housing/Expanded Housing Market Area | | |
| Housing Market Area: | | |
| Expanded Housing Market Area: | | |

1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1h. Entity Responsible for Marketing (check all that apply)

Owner Agent Other (specify)

Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.

2a. Affirmative Fair Housing Marketing Plan

Plan Type Please Select Plan Type Date of the First Approved AFHMP:

Reason(s) for current update:

2b. HUD-Approved Occupancy of the Project (check all that apply)

Elderly Family Mixed (Elderly/Disabled) Disabled

2c. Date of Initial Occupancy

2d. Advertising Start Date

Advertising must begin *at least* 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.

Date advertising began or will begin

For existing projects, select below the reason advertising will be used:

To fill existing unit vacancies

To place applicants on a waiting list (which currently has individuals)

To reopen a closed waiting list (which currently has individuals)

3a. Demographics of Project and Housing Market Area
Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- White American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander Hispanic or Latino Persons with Disabilities
 Families with Children Other ethnic group, religion, etc. (specify)

4a. Residency Preference

Is the owner requesting a residency preference? If yes, complete questions 1 through 5. Please Select Yes or No
If no, proceed to Block 4b.

(1) Type Please Select Type

(2) Is the residency preference area:

The same as the AFHMP housing/expanded housing market area as identified in Block 1e? Please Select Yes or No

The same as the residency preference area of the local PHA in whose jurisdiction the project is located? Please Select Yes or No

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. Proposed Marketing Activities: Community Contacts

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. Proposed Marketing Activities: Methods of Advertising

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

5a. Fair Housing Poster

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office Real Estate Office Model Unit Other (specify)

5b. Affirmative Fair Housing Marketing Plan

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office Real Estate Office Model Unit Other (specify)

5c. Project Site Sign

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office Real Estate Office Model Unit Entrance to Project Other (specify)

The size of the Project Site Sign will be x

The Equal Housing Opportunity logo or slogan or statement will be x

6. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

7a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

7b. Staff Training and Assessment: AFHMP

- (1) Has staff been trained on the AFHMP?
- (2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?
- (3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

- (4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?
- (5) If yes, how and how often?

7c. Tenant Selection Training/Staff

- (1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?
- (2) What staff positions are/will be responsible for tenant selection?

7d. Staff Instruction/Training:

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only

Reviewing Official:

For HUD-Office of Fair Housing and Equal Opportunity Use Only

Approval

Disapproval

Signature & Date (mm/dd/yyyy)

Signature & Date (mm/dd/yyyy)

Name
(type
or
print)

Name
(type
or
print)

Title

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

Purpose of Form: All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

Applicability: The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

INSTRUCTIONS:

Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing

Part 1: Applicant/Respondent and Project

Identification. Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

Part 2: Type of AFHMP

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

Part 3 Demographics and Marketing Area.

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

Part 4 - Marketing Program and Residency Preference (if any).

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described. **Please attach a copy of the advertising or marketing material.**

Part 5 - Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b - The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c - The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

Part 6 - Evaluation of Marketing Activities.

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

Part 7- Marketing Staff and Training.

Block 7a - Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.

Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

Part 8 - Additional Considerations.

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

Part 9 - Review and Update.

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least to likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

Notification of Intent to Begin Marketing.

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities
(See AFHMP, Block 3b)

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

| Demographic Characteristics | Project's Residents | Project's Applicant Data | Census Tract | Housing Market Area | Expanded Housing Market Area |
|--|----------------------------|---------------------------------|---------------------|----------------------------|-------------------------------------|
| % White | | | | | |
| % Black or African American | | | | | |
| % Hispanic or Latino | | | | | |
| % Asian | | | | | |
| % American Indian or Alaskan Native | | | | | |
| % Native Hawaiian or Pacific Islander | | | | | |
| % Persons with Disabilities | | | | | |
| % Families with Children under the age of 18 | | | | | |
| Other (specify) | | | | | |
| | | | | | |

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

| Demographic Characteristics | Project's Residents (as determined in Worksheet 1) | Project's Applicant Data (as determined in Worksheet 1) | Census Tract (as determined in Worksheet 1) | Housing Market Area (as determined in Worksheet 1) | Expanded Housing Market Area (as determined in Worksheet 1) | Residency Preference Area (if applicable) |
|--|--|---|---|--|---|---|
| % White | | | | | | |
| % Black or African American | | | | | | |
| % Hispanic or Latino | | | | | | |
| % Asian | | | | | | |
| % American Indian or Alaskan Native | | | | | | |
| % Native Hawaiian or Pacific Islander | | | | | | |
| % Persons with Disabilities | | | | | | |
| % Families with Children under the age of 18 | | | | | | |
| Other (specify) | | | | | | |
| | | | | | | |

Worksheet 3: Proposed Marketing Activities –Community Contacts (See AFHMP, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing. Please attach additional pages if necessary.

| Targeted Population(s) | Community Contact(s), including required information noted above. |
|-------------------------------|--|
| | |
| | |
| | |
| | |
| | |

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHMP, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

| Targeted Population(s)→ Methods of Advertising ↓ | Targeted Population: | Targeted Population: | Targeted Population: |
|---|-----------------------------|-----------------------------|-----------------------------|
| Newspaper(s) | | | |
| | | | |
| Radio Station(s) | | | |
| | | | |
| TV Station(s) | | | |
| | | | |
| Electronic Media | | | |
| | | | |
| Bulletin Boards | | | |
| | | | |
| Brochures, Notices, Flyers | | | |
| | | | |
| Other (specify) | | | |
| | | | |

Affirmative Fair Housing Marketing (AFHM) Plan - Single Family Housing

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp. 12/31/2016)

| | | |
|---|---|--|
| 1a. Applicant's Name, Address (including City, State & Zip code) & Phone Number | 1c. Development Number | 1d. Number of Units |
| | 1e. Price Range From \$ To \$ | 1f. Type of Housing <input type="checkbox"/> Development <input type="checkbox"/> Scattered Site |
| | 1g. Approximate Starting Dates (mm/dd/yyyy) Advertising Occupancy | |

| | | |
|---|---|------------------|
| 1b. Development's Name, Location (including City, State and Zip code) | 1h. Housing Market Area | 1i. Census Tract |
| | 1j. Sales Agent's Name & Address (including City, State and Zip Code) | |

| | |
|--|--|
| 2. Type of Affirmative Marketing Area (check all that apply) <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Minority Area <input type="checkbox"/> Mixed Area (with _____ % minority residents) | 3. Direction of Marketing Activity (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Families with Children <input type="checkbox"/> Other _____ Specify _____ (e.g. specific ethnic group, religion, etc.) |
|--|--|

4a. Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing)

Newspapers/Publications Radio TV Billboards Other (specify)

| Name of Newspaper, Radio or TV Station | Group Identification of Readers/Audience | Size/Duration of Advertising |
|--|--|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

4b. Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster

(1) Will brochures, letters, or handouts be used to advertise? Yes No If "Yes", attach a copy or submit when available.

(2) For development site sign, indicate sign size _____ x _____; Logo type size _____ x _____. Attach a photograph of sign or submit when available.

(3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the Sales Office Real Estate Office Model Unit Other (specify)

4c. Marketing Program: Community Contacts. To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below which are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD-Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

| Name of Group/Organization | Group Identification | Approximate Date (mm/dd/yyyy) | Person Contacted (or to be Contacted) |
|----------------------------|----------------------|--|---------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Address & Phone Number | Method of Contact | Indicate the specific function the Group/Organization will undertake in implementing the marketing program | |
| | | | |
| | | | |
| | | | |
| | | | |

5. **Reserved**

6. **Experience and Staff Instructions** (See instructions)

6a. Staff has affirmative marketing experience.
 No Yes

6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.

7. **Additional Considerations** Attach additional sheets as needed.

8. Compliance with AFHM Plan Regulations: By signing this form, the applicant agrees to ensure compliance with HUD's Affirmative Fair Housing Marketing Regulations (24 CFR 200.620).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

| For HUD-Office of Housing Use Only | For HUD-Office of Fair Housing and Equal Opportunity Use Only |
|--|---|
| Approved _____ Disapproved _____ (Check One) | |
| Signature & Date (mm/dd/yyyy) | Signature & Date (mm/dd/yyyy) |
| Name (type or print) | Name (type or print) |
| Title | Title |
| | |

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

In General: The Affirmative Fair Housing Marketing (AFHM) Plan is used to ensure that Federal Housing Administration (FHA)-insured single family housing developers are taking necessary steps to eliminate discriminatory practices and to overcome the effects of past discrimination involving Federally insured housing. No application for any housing development insured under the Department of Housing and Urban Development's (HUD) housing programs, shall be funded without a HUD-approved AFHM Plan (See the "Applicability" section in the instructions below.) Single family housing developers complete the AFHM Plan only during the application process and the AFHM Plan is in effect until after initial occupancy. The responses are required to obtain or retain benefits under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

Applicability: Single family developers should answer the following two questions to determine if they need to complete an AFHM Plan or if they should complete block 11 on Form HUD-92541, Builder's Certification of Plans, Specifications, & Site. (See HUD Mortgagee Letter 1995-18 dated April 28, 1995 and 2001-09 dated April 2, 2001 for further instructions).

Question 1. (Check if applicable)

- a. Did you sell five (5) or more houses in the last twelve (12) months with HUD mortgage insurance?
- b. Do you intend to sell five (5) or more houses within the next twelve (12) months with HUD mortgage insurance?

If you did **not** check 1a or 1b, you do **not** have to complete an AFHM Plan. You should complete block 11 on the HUD-92541.

If you checked 1a and/or 1b, you must go to Question 2.

Question 2. (Check if applicable)

- a. I am a signatory in good standing to a Voluntary Affirmative Marketing Agreement (VAMA).
- b. I have an AFHM Plan that HUD approved.
- c. I have contracted with a company that has an AFHM Plan or who is a signatory to a VAMA to market my houses.
- d. I certify that I will comply with the following: (a) Carry out an affirmative marketing program to attract all minority and majority groups to the housing for initial sale. Such a program shall typically involve publicizing to minority persons the availability of housing opportunities regardless of race, color, religion, sex, disability, familial status or national origin, through the type of media customarily utilized by the applicants; (b) Maintain a nondiscriminatory hiring policy in recruiting from both minority and majority groups; (c) Instruct all employees and agents in writing and orally of the policy of nondiscrimination and fair housing; (d) Conspicuously display the Fair Housing Poster in all Sales Offices, include the Equal Housing Opportunity logo, slogan and statement in all printed material used in connection with sales, and post in a prominent position at the project site a sign that displays the Equal Opportunity logo, slogan or statement, as listed in 24 CFR 200.620 and appendix to subpart M to part 200. I understand that I am obliged to develop and maintain records on these activities, and make them available to HUD upon request.

If you checked "a, b, c, or d" in Question 2, you do **not** have to complete an AFHM Plan. You should complete block 11 on the HUD-92541.

If you did **not** check “a, b, c or d” in Question 2, you must complete an AFHM Plan.

Each applicant is required to carry out an affirmative program to attract prospective buyers of all minority and non-minority groups in the housing market area regardless of their race, color, religion, sex, national origin, disability or familial status (24 CFR 200.620). Racial groups include White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. Other groups in the housing market area who may be subject to housing discrimination include, but are not limited to, Hispanic or Latino, persons with disabilities, families with children, or persons of different religious affiliations. The applicant shall describe in the AFHM Plan the proposed activities to be carried out during advance marketing, where applicable, and the initial sales period. The affirmative marketing program also should ensure that any group(s) of persons ordinarily **not** likely to apply for this housing without special outreach (See Part 3), know about the housing, feel welcome to apply and have the opportunity to buy.

INSTRUCTIONS

Send completed form to: your local HUD Office
Attention: Director, Office of Housing

Part 1-Applicant and Project Identification. Blocks 1a thru 1f-Self-Explanatory. Block 1g-the applicant should specify the approximate date for starting the marketing activities and the anticipated date of initial occupancy. Block 1h-the applicant should indicate the housing market area, in which the housing will be located. Block 1i - the applicant may obtain census tract location information from local planning agencies, public libraries and other sources of census data. Block 1j the applicant should complete only if a Sales Agent (the agent can not be the applicant) is implementing the AFHM Plan.

Part 2-Type of Affirmative Marketing Area: The AFHM Plan should indicate the approximate racial composition of the housing market area in which the housing will be located by checking one of the three choices. Single family scattered site builder should submit an AFHM Plan that reflects the approximate racial composition of each housing market area in which the housing will be located. For example, if a builder plans to construct units in both minority and non-minority housing market areas, a separate AFHM Plan shall be submitted for each housing market area.

Part 3-Direction of Marketing Activity. Indicate which group(s) the applicant believes are least likely to apply for this housing without special outreach. Consider factors such as price or rental of

housing, sponsorship of housing, racial/ethnic characteristics of housing market area in which housing will be located, disability, familial status, or religious affiliation of eligible population, public transportation routes, etc.

Part 4-Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in Part 3 of this AFHM Plan present in the housing marketing area that are least likely to apply. The applicant shall state: the type of media to be used, the names of newspaper/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the AFHM Plan (e.g., White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, persons with disabilities, families with children, and religious affiliation), and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the housing market area or the locality that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women’s organizations, grass roots faith-based or other community based organizations, labor unions, employers, public and private agencies, disability advocates, schools and individuals who are connected with these organizations and/or are well-known in the community. Applicants should notify their local HUD–Office of Housing of any changes to the list in Part 4c of this AFHM Plan.

Part 5-Reserved

Part 6-Experience and Staff Instructions.

- 6a. The applicant should indicate whether he/she has had previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- 6b. Describe the instructions and training provided or to be provided to sales staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan.

Copies of any written materials should be submitted with the AFHM Plan, if such materials are available.

Part 7-Additional Considerations. In this section describe other efforts not previously mentioned which are planned to attract persons least likely to apply for the housing.

Part 8-Compliance with AFHM Plan Regulation. By signing, the applicant assumes full responsibility for implementing the AFHM Plan. HUD may monitor the implementation of this AFHM Plan at any time and request modification in its format or content, where deemed necessary.

Notice of Intent to Begin Marketing. No later than 90 days prior to the initiation of sales marketing activities, the applicant with an approved AFHM Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the Office of Housing in the appropriate HUD Office servicing the locality in which the proposed housing will be located.

OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the AFHM Plan. The burden hours for such notification are included in the total designated for this AFHM Plan form.

Affirmative Fair Housing Marketing (AFHM) Plan - Condominiums or Cooperatives

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp. 12/31/2016)

| | | |
|---|---|---|
| 1a. Applicant's Name, Address (including City, State & Zip code) & Phone Number | 1c. Development Number | 1d. Number of Units |
| | 1e. Price Range From \$ To \$ | 1f. Type of Housing <input type="checkbox"/> Condominium <input type="checkbox"/> Cooperative |
| | 1g. Approximate Starting Dates (mm/dd/yyyy) Advertising Occupancy | |
| | | |

| | | |
|---|---|------------------|
| 1b. Development's Name, Location (including City, State and Zip code) | 1h. Housing Market Area | 1i. Census Tract |
| | 1j. Sales Agent's Name & Address (including City, State and Zip Code) | |

| | |
|--|---|
| 2. Type of Affirmative Marketing Area (check all that apply) <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Minority Area <input type="checkbox"/> Mixed Area (with _____ % minority residents) | 3. Direction of Marketing Activity (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Families with Children <input type="checkbox"/> Other _____ Specify _____ (e.g. specific ethnic group, religion, etc.) |
|--|---|

4a. Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing)

Newspapers/Publications Radio TV Billboards Other (specify)

| Name of Newspaper, Radio or TV Station | Group Identification of Readers/Audience | Size/Duration of Advertising |
|--|--|------------------------------|
| | | |
| | | |
| | | |
| | | |
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| | | |

4b. Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster

(1) Will brochures, letters, or handouts be used to advertise? Yes No If "Yes", attach a copy or submit when available.

(2) For development site sign, indicate sign size _____ x _____; Logo type size _____ x _____. Attach a photograph of sign or submit when available.

(3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the Sales Office Real Estate Office Model Unit Other (specify)

4c. Marketing Program: Community Contacts. To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below which are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD-Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

| Name of Group/Organization | Group Identification | Approximate Date (mm/dd/yyyy) | Person Contacted (or to be Contacted) |
|----------------------------|----------------------|--|---------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Address & Phone Number | Method of Contact | Indicate the specific function the Group/Organization will undertake in implementing the marketing program | |
| | | | |
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|---------------------------|--|
| <p>5. Reserved</p> | <p>6. Experience and Staff Instructions (See instructions)</p> <p>6a. Staff has affirmative marketing experience. <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.</p> |
|---------------------------|--|

7. Additional Considerations Attach additional sheets as needed.

8. Compliance with AFHM Plan Regulations: By signing this form, the applicant agrees to ensure compliance with HUD's Affirmative Fair Housing Marketing Regulations (24 CFR 200.620).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

| For HUD-Office of Housing Use Only | For HUD-Office of Fair Housing and Equal Opportunity Use Only |
|--|---|
| Approved _____ Disapproved _____ (Check One) | |
| Signature & Date (mm/dd/yyyy) | Signature & Date (mm/dd/yyyy) |
| Name (type or print) | Name (type or print) |
| Title | Title |

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

In General: The Affirmative Fair Housing Marketing (AFHM) Plan is used to ensure that Federal Housing Administration (FHA)-insured condominium/cooperative developers are taking necessary steps to eliminate discriminatory practices and to overcome the effects of past discrimination involving Federally insured housing. No application for any housing development insured under the Department of Housing and Urban Development's (HUD) housing programs, shall be funded without a HUD-approved AFHM Plan (See the "Applicability" section in the instructions below.) condominium/cooperative developers complete the AFHM Plan only during the application process and the AFHM Plan is in effect until after initial occupancy. The responses are required to obtain or retain benefits under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. There is no assurance of confidentiality.

Applicability: Condominium/cooperative developers should answer the following two questions to determine if they need to complete an AFHM Plan.

Question 1. (Check if applicable)

- a. Did you sell five (5) or more units in the last twelve (12) months with HUD mortgage insurance?
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Part 5-Reserved

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OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the AFHM Plan. The burden hours for such notification are included in the total designated for this AFHM Plan form.