

INSTRUCTIONS: Highlight all the text in this document. Copy and paste the text into the text editor or email of your choice. Delete all the sections in **[bold and brackets]** and replace them with your personal details. Delete this instruction section. For assistance, reach out to your local fair housing organization.

[Today's Date (Month, Day Year)]

[Property Manager Name, if known]

[Property Name]

[Property Address (Address, City, State Zip Code)]

Re: Source of Income Discrimination – **[Your Full Name]**

Dear **[Mr./Ms. Property Manager Name]:**

I am contacting you because I believe you have illegally discriminated against me based on my Source of Income. **[Describe the action you took, ex: "I completed and submitted an application"]** for **[insert property address (address, city, zip code)]** on **[date (MM/DD/YY).]**

In response, **[describe the discriminatory act in detail, ex: "Ms. Brown at the management office called me on 9/12/23 and said that I would have to prove I make 3 times the full rent in income, even though I have a Housing Choice Voucher.]**

According to Cook County Commission on Human Rights guidance, to calculate the rent-to-income ratio of a prospective tenant using a voucher or subsidy, a landlord should "only consider the portion of the rent that the applicant would be directly responsible for." In addition, the Illinois Human Rights Act (IHRA) prohibits discrimination in housing based on Source of Income or the lawful manner by which an individual supports themselves or their dependents. See 775 ILCS 5/3-102.

I request that you **[insert your desired outcome here, ex: "reconsider my application"]**. Please contact me at **[your phone number or email]** by **[date (MM/DD/YYYY) – this date should be at least 7 business days from the date of sending]** to discuss this further and arrange next steps.

Sincerely,

[Your full name]

[Your contact information (phone number or email)]