



Fair Housing Compliance Checklist for Property Managers

Advertising & Marketing

Ensuring fair and inclusive advertising practices.

Targeted Advertising?

☐ Yes

☐ No

Advertising Platforms Used (e.g., Zillow, Facebook)

Write something...

Description of Advertising Language

Write something...

Images Used in Advertising?

☐ Yes - Diverse Representation

☐ Yes - General

☐ No

Fair Housing Language Included?

☐ Yes

☐ No

Specific Fair Housing Statement Used

Write something...

Application Process

Reviewing application criteria and avoiding discriminatory practices.

Source of Application

☐ Online Portal

☐ In-Person

☐ Third-Party Website

Application Received Date

Enter date...

Reason for Application Denial (if applicable)

Write something...

Household Size

Enter a number...

Applicant Type(s)

- ☐ Employed
- ☐ Student
- ☐ Retired
- ☐ Self-Employed

Verification Method

- ☐ Credit Report
- ☐ Income Verification
- ☐ Background Check

Background Check Completion Date

Enter date...

Lease Agreements

Verifying lease language is non-discriminatory and complies with fair housing laws.

Lease Agreement Version Number

Write something...

Fair Housing Clause Review Notes

Write something...

Accessibility Statement Included?

☐ Yes

☐ No

Protected Classes Mentioned (if applicable)

☐ Race

☐ Religion

☐ National Origin

☐ Familial Status

☐ Disability

☐ Sex

Date of Last Lease Review

Enter date...

Special Lease Addendums Included (e.g., Pet, Smoking)

Write something...

Tenant Interactions

Documenting and standardizing tenant interactions to avoid bias.

Summary of Tenant Interaction

Write something...

Tenant Interaction Type

- ☐ Phone Call
- ☐ Email
- ☐ In-Person
- ☐ Written Correspondence

Number of Residents Present

Enter a number...

Date of Interaction

Enter date...

Time of Interaction

Topics Discussed

- ☐ Rent Payment
- ☐ Maintenance Request
- ☐ Lease Agreement
- ☐ Policy Clarification
- ☐ Other

Property Manager Signature

Accessibility Compliance

Ensuring physical accessibility for individuals with disabilities.

Number of Accessible Parking Spaces

Enter a number...

Ramp Slope Compliance (ADA Standard)

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Accessible Entrance Present?

- ☐ Yes
- ☐ No
- ☐ N/A

Door Width (Minimum ADA Width)

Enter a number...

Description of Accessible Route of Travel

Write something...

Accessible Route of Travel Clearly Marked?

- ☐ Yes
- ☐ No
- ☐ N/A

Accessible Unit Count

Enter a number...

Reasonable Accommodations

Managing requests for reasonable accommodations.

Tenant's Accommodation Request Description

Write something...

Date of Accommodation Request Received

Enter date...

Property Manager's Assessment of Request

Write something...

Request Approved?

☐ Yes

☐ No

☐ Pending Further Review

Explanation for Approval/Denial (if applicable)

Write something...

Accommodation Type(s) Requested

- ☐ Modifications to Common Areas
- ☐ Pet Policy Exception
- ☐ Transfer to Accessible Unit
- ☐ Rule Waivers
- ☐ Other (Specify)

Other Accommodation Details (if applicable)

Write something...

Implementation Deadline

Enter date...

Record Keeping & Documentation

Maintaining accurate and compliant records.

Record Creation Date

Enter date...

Description of Recordable Event/Action

Write something...


Record Type (e.g., Complaint, Inspection, Communication)

- ☐ Complaint
- ☐ Inspection
- ☐ Communication
- ☐ Legal Correspondence
- ☐ Other

Related Case/Incident Number (if applicable)

Enter a number...

Supporting Documents (e.g., photos, emails, letters)

 Upload File

Individual(s) Involved (Tenant/Applicant/Employee)

Write something...

Summary of Actions Taken/Resolution (if applicable)

Write something...

Record Keeper Signature

Training & Education

Ensuring staff are trained on fair housing laws and best practices.

Training Completion Date

Training Module Selection

- ☐ Fair Housing Law Overview
- ☐ Accessibility Guidelines
- ☐ Complaint Handling Procedures
- ☐ Reasonable Accommodation Requests

Key Takeaways/Summary of Training

Score on Post-Training Quiz

Training Certificate/Proof of Completion

 Upload File

Topics Covered

- ☐ Protected Classes
- ☐ Advertising Restrictions
- ☐ Accessibility Requirements
- ☐ Reasonable Accommodations
- ☐ Complaint Resolution

Trainer Name

Write something...

Complaint Handling

Establishing a clear process for handling fair housing complaints.

Date of Complaint Received

Enter date...

Summary of Complaint

Write something...

Complaint Category

- ☐ Discrimination
- ☐ Accessibility
- ☐ Harassment
- ☐ Other

Complainant Name

Write something...

Complainant Contact Information

Write something...

Initial Response/Investigation Notes

Write something...

Date of Resolution

Enter date...

Resolution Details

Write something...

Complaint Status

- ☐ Open
- ☐ In Progress
- ☐ Resolved
- ☐ Closed

Periodic Review & Updates

Regularly reviewing policies and practices to ensure ongoing compliance.

Last Review Date

Enter date...

Summary of Changes Made

Write something...

Number of Policies Reviewed

Enter a number...

Review Trigger (e.g., Legislative Update, Court Ruling)

- ☐ Legislative Update
- ☐ Court Ruling
- ☐ Internal Audit
- ☐ Industry Best Practices

Supporting Documentation (e.g., Updated Legal Briefs)

 Upload File

Next Scheduled Review Date

Enter date...