



# FAIR HOUSING AUDIT CHECKLIST

**The Fair Housing Institute**

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[FairHousingInstitute.com](https://www.fairhousinginstitute.com)



- Written corporate/property policies that are used during training and contained in a manual located in each property:
  - Fair housing policy
  - Reasonable accommodations policy
  - Description of the reasonable accommodations/modifications process including identification of who has authority to make decisions:
    - Whether to obtain verification.
    - Who is responsible to conduct an interactive meeting?
    - Who can make the final determination denying a request?
    - Who can decide whether a “doctor’s letter” provided by an applicant or resident is adequate to verify the need and nexus for a requested accommodation?
    - In private market housing whether a property has authority to provide reasonable modifications when the cost is within a specific budget. For example, a property manager has authority to make requested modifications that cost less than \$500.
    - State the time limit for processing requests, i.e., prior to 30 days after request.
    - A list of the reasonable accommodations forms that are available for use. These forms should be reviewed and revised annually as needed:
      - General request form
      - General verification form
      - Specific request and verification forms as needed:
        - ❖ Assistance Animals
        - ❖ Parking space assignment
        - ❖ Replacement of flooring

- Copy of a reasonable accommodations/modifications log along with a requirement that each property maintain such a log.
- Requirement that regional managers or compliance departments semiannually supervise the proper processing and documentation of each step in the process for all reasonable accommodation and modification requests through use of the reasonable accommodation/modification logs and adequate documentation of files.
- Review of the rents assessed at move in or renewal to determine whether they follow corporate policy and are justifiable if the amount of rent assessed for various residents differ for the same type of unit.
- Annual waiting list management supervision for properties that use waiting lists to compare move in dates with the applicant's place on the waiting list.
- Develop an annual or semiannual fair housing training program that will provide refresher training of the general requirements and emphasize any problems that show up during the supervision of the fair housing and reasonable accommodations policies and procedures.