

APPENDIX A – FAIR HOUSING AGENCIES IN WASHINGTON STATE

The Federal Fair Housing Act, state and local fair housing laws exempt certain types of housing from coverage. For questions, contact each agency concerning the law that agency enforces.

U.S. Dept. of Housing & Urban Development Fair Housing 909 First Avenue Suite 205 Seattle, WA 98104-1000	Washington State Human Rights Commission 711 S. Capitol Way Suite 402 Olympia, WA 98504-2490	King County Office of Civil Rights Yesler Building 400 Yesler Way Room 260 Seattle, WA 98104-2683	Seattle Office for Civil Rights 810 Third Avenue Suite 750 Seattle, WA 98104-1627	Tacoma Human Rights & Human Services Dept. 747 Market Street Room 836 Tacoma, WA 98402-3779
206-220-5170 800-877-0246 TTY 206-220-5185 Fax 206-220-5447	360-753-6770 800-233-3247 (in WA) TTY 800-300-7525 Fax 360-586-2282	206-296-7592 TTY 206-296-7596 Fax 206-296-4329	206-684-4500 TTY 206-684-4503 Fax 206-684-0332	253-591-5151 TTY 253-591-5153 Fax 253-591-5050
www.hud.gov/local/sea/seafhome.html	www.hum.wa.gov	www.metrokc.gov/dias/ocre	www.seattle.gov/civilrights	www.cityoftacoma.org/humanrights
<u>Protected Bases</u> Race Color National Origin Religion Sex Disability Familial Status	<u>Protected Bases</u> Race Color National Origin Creed Sex Disability Familial Status Marital Status Sexual Orientation (incl. gender identity) Veteran/Military Status	<u>Protected Bases</u> Race Color National Origin Religion Gender Disability Familial Status Marital Status Sexual Orientation (incl. gender identity) Age Section 8 Ancestry Use of a Service or Assistive Animal	<u>Protected Bases</u> Race Color National Origin Religion/Creed Sex Disability Parental Status Marital Status Sexual Orientation Gender Identity Age Section 8 Political Ideology	<u>Protected Bases</u> Race Color National Origin Religion Sex Disability Familial Status Marital Status Sexual Orientation Gender Identity Age Ancestry
File within 1 year <u>Jurisdiction:</u> United States	File within 1 year <u>Jurisdiction:</u> Washington	File within 365 days <u>Jurisdiction:</u> Unincorporated King County	File within 180 days <u>Jurisdiction:</u> City of Seattle	File within 1 year <u>Jurisdiction:</u> City of Tacoma

Fair housing laws prohibit retaliation – an act of harm by anyone against a person who has asserted fair housing rights (makes an informal discrimination complaint, files a civil rights complaint, or is otherwise involved in an investigation).

NOTE: City of Bellevue investigates fair housing violations based on participation in the Section 8 Program. To file a complaint, contact Code Compliance, 450 110th Ave. NE, P.O. Box 90012, Bellevue, WA 98009, 425-452-4570. E-mail: Codecompliance@ci.bellevue.wa.us. Web: www.ci.bellevue.wa.us/reportproblem.htm.

These organizations advocate for fair housing, and provide training, education and outreach

Fair Housing Center of Washington
 1517 S. Fawcett Avenue, Suite 250
 Tacoma, WA 98402

253-274-9523, 888-766-8800 (toll free), Fax 253-274-8220
www.fhcwashington.org

Northwest Fair Housing Alliance
 35 West Main Avenue, Suite 250
 Spokane, WA 99201

509-325-2665, 800-200-FAIR (in 509 area code),
 Fax 509-325-2716 www.nwfairhouse.org

APPENDIX B

Suggested Alternative Documents for Screening Immigrant Populations

Documents that establish identity	Documents that establish past rental history	Documents that establish credit or ability to pay rent
<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Citizenship Card/Consulate Cards ▪ INS Form I-864 Sponsorship verification ▪ Certificate of Naturalization: INS I-550 ▪ Voter's registration card ▪ US Passport ▪ Certificate of U.S. Citizenship (N-550 or N-561) ▪ Unexpired foreign passport, with 1-555 stamp or INS form 1-94 indicating unexpired employment authorization ▪ Alien registration receipt card with photograph (I-151 or I-551) ▪ Unexpired temporary resident card (I-688) ▪ Unexpired employment authorization card (I-688A or I-688B) ▪ Unexpired reentry permit (I-327) ▪ Unexpired refugee travel document (I-571) ▪ Driver's license or ID card ▪ Military card or draft record or military depend card ▪ School ID card with photograph ▪ Hospital records ▪ Day care or nursery school records 	<ul style="list-style-type: none"> ▪ Records from school district to establish stability ▪ Letter from utility company to establish rental history ▪ Letter from former landlord with a phone number ▪ Copy of lease from former residence 	<ul style="list-style-type: none"> ▪ Letter from employer ▪ Current contracts for major purchases to help identify credit ▪ Bank records ▪ Sponsorship letters ▪ INS Form I-864 Sponsorship verification ▪ Social Security card ▪ Individual Taxpayer Identification number (ITIN) ▪ Current Pay stubs ▪ Benefit Award Letter (SSA, DSHS, etc.) ▪ Section 8 Voucher ▪ School Payment Contracts ▪ Paid off Installment contracts ▪ Paid Utility Bills



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The Fair Housing Center of Washington, the agency which developed this document, is solely responsible for the content, which does not necessarily reflect the views of the government.

APPENDIX C - COMMON DISABILITY ACCOMMODATIONS & MODIFICATIONS

Under fair housing laws, housing providers must accommodate the needs of applicants and residents who have disabilities. A reasonable accommodation is an adjustment in rules, procedures or services that gives a person an equal opportunity to use and enjoy their dwelling and common areas. A reasonable modification is a change in a dwelling or common areas (usually at the resident's expense) that is needed to live comfortably and safely. Do not ask applicants or residents if they have a disability, for details about the condition, or to see medical records. For an accommodation or modification, it is okay to ask for third-party verification that the person has a disability and that the request will address the person's disability needs. *

Vision Disabilities	Hearing Disabilities	Cognitive Disabilities	Physical Disabilities	Psychiatric Disabilities	HIV & AIDS	Environmental Disabilities
<p>Allow a guide dog.</p> <p>Read notices aloud or put them in large print or in Braille.</p> <p>Provide ample interior and exterior lighting.</p> <p>Provide large print or Braille numbers on doors.</p> <p>Remove objects that protrude into hallways and pathways.</p> <p>Put non-slip, color-contrast strips on stairs.</p>	<p>Provide a doorbell signaler.</p> <p>Provide a visual smoke alarm system.</p> <p>For phones in common areas, add voice amplification.</p> <p>Install a TTY in the rental office.</p> <p>Provide sign language interpreters for important meetings.</p> <p>Allow a service animal.</p>	<p>Explain the rental agreement and tenancy rules.</p> <p>Write application, rental agreement and notices in clear, simple terms.</p> <p>Show how to use appliances.</p> <p>Provide simple door locks or security systems.</p> <p>Provide a monthly reminder that the rent is due.</p> <p>Show location of the water shutoff valve and explain when to use it.</p>	<p>Make sure the on-site rental office is accessible.</p> <p>Allow a live-in personal care attendant.</p> <p>Provide lever door handles and automatic door closers.</p> <p>Clear shrubs from pathways and trim to low height.</p> <p>Insulate exposed kitchen and bathroom pipes.</p> <p>Install anti-skid tape on floors and stairs.</p> <p>Upon request, move resident to a lower floor.</p> <p>Allow modifications:</p> <ul style="list-style-type: none"> ▪ wider doorways ▪ ramps ▪ grab bar installation ▪ lower closet rods ▪ lower thermostat. 	<p>Move a resident to a quieter unit, upon request.</p> <p>If an applicant misses a deadline because of the disability, return the application to the waiting list upon request.</p> <p>Allow a service animal.</p> <p>Upon request, offer intervention if harassment is happening.</p>	<p>Allow a live-in personal care attendant.</p> <p>Move a resident to another floor, upon request.</p> <p>Provide or allow a person from the community to educate residents about HIV/AIDS.</p> <p>Upon request, offer intervention if harassment is happening.</p>	<p>Use non-toxic fertilizers and cleaning products.</p> <p>Allow removal of carpet from the rental.</p> <p>Remove the ballast or fluorescent lights.</p> <p>Post "no smoking" signs in common areas.</p> <p>Consider a "no smoking" rule for an entire building.</p>

* The documentation that can be requested is a letter of verification from a doctor or other medical professional, or other qualified third party who, in their professional capacity, has knowledge about the person's disability and the need for reasonable accommodation. For more information, see the joint HUD and Dept. of Justice guidance memo on reasonable accommodations online at www.usdoj.gov/crt/housing/joint_statement_ra_5-17-04.pdf.

APPENDIX D - GLOSSARY

CIVIL RIGHTS ACRONYMS

- FHA** – federal Fair Housing Act
- FHEO** – Fair Housing and Equal Opportunity (HUD)
- FHCW** – Fair Housing Center of Washington
- HUD** – U.S. Department of Housing and Urban Development
- NWFHA** – Northwest Fair Housing Alliance
- OCR** – King County Office of Civil Rights
- SOCR** – Seattle Office for Civil Rights
- THR** – Tacoma Human Rights & Human Services Department
- WSHRC** – Washington State Human Rights Commission

PROTECTED CLASS

- **race** – includes all races (African-American, Asian, Caucasian, etc.)
- **color** – refers to the color of one's skin
- **national origin** – means the country where one was born (in some jurisdictions ancestry is included in national origin)
- **ancestry** – means the country where one's parents, grandparents or forebears were born (in some jurisdictions ancestry is included in national origin)
- **religion and/or creed** – includes one's membership (or lack thereof) in an organized religious group, and one's spiritual ideas or beliefs
- **sex** – includes male and female
- **familial status or parental status** – the presence of one or more children under the age of 18 in the household. Includes being a parent, step-parent, adoptive parent, guardian, foster parent or custodian of a minor child, as well as any person who is pregnant or who is in the process of acquiring legal custody of a child
- **disability** – includes physical, mental and sensory conditions (in Washington state, this definition includes both permanent and temporary disabilities). Includes the use of service or assistance animals – for which the definition varies among local laws.
- **marital status** – includes being single, married, separated, engaged, widowed, divorced (and in some jurisdiction, includes co-habiting)

- **sexual orientation** – means actual or perceived male or female heterosexuality, bisexuality, or homosexuality, and includes a person's attitudes, preferences, beliefs and practices pertaining thereto (in some jurisdictions, sexual orientation includes gender identity)
- **gender identity** – means a person's identity, expression, or physical characteristics, whether or not traditionally associated with one's biological sex or one's sex at birth, including transsexual, transvestite, and transgendered, and including a person's attitudes, preferences, beliefs, and practices pertaining thereto.
- **veteran/military status** – includes honorably discharged veterans or active or reserve members in any branch of the armed forces of the United States, including the National Guard, Coast Guard, and Armed Forces Reserves.
- **age** – includes individuals of any age (in some jurisdictions, only those over 18 are covered)
- **Section 8** – includes individuals who participate in the Section 8 Housing Choice Program
- **political ideology** – includes any idea or belief, or coordinated body of ideas or beliefs, relating to the purpose, conduct, organization, function or basis of government and related institutions and activities, whether or not characteristic of any political party or group

EXEMPTIONS TO FAIR HOUSING LAWS

Some types of properties, individuals and actions are exempted from coverage by fair housing laws. The Fair Housing Act and most local fair housing laws do not apply –

- to religious organizations, associations, or societies, or any nonprofit institution or organization operated, supervised or controlled by one, which can limit the sale, rental or occupancy of dwellings which they own or operate for other than a commercial purpose to persons of the same religion, and can give preference to such persons (but cannot restrict on account of race, color or national origin).
- to a private club not open to the public which as an incident to its primary purpose provides lodgings which it owns or operates for other than a commercial purpose, which can limit the rental or occupancy of such lodgings to its members, and can give preference to its members.
- to rental actions against someone who was convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance.

Note about advertising – The nondiscriminatory advertising requirements apply even to single-family dwellings and to housing where the owner maintains a residence, that might otherwise be exempt from the FHA.