



# Fair Housing Discrimination

**Housing Discrimination Complaint** is brought to the City of Albany Fair Housing Office.



**Intake** — is completed to gather all the details of the discrimination complaint. Complainant will get a Summary Letter detailing services.



**Research** — Officer must decide if Complaint is in the Office's jurisdiction within 10 days.



**Determination of Non Jurisdiction** will be sent and housing issue will be referred to an appropriate agency.

**Housing Discrimination Complaint** is filed with the Fair Housing Office for the City of Albany, NY.



**Investigation** — talk to respondent, gather documents, issue subpoenas, collect testimonies. Investigation process to be completed within 90 days of receiving complaint.



**Referral** — to New York State Human Rights Commission

**Corrective Action Taken** — respondent is willing to take corrective action, issue gets resolved.

**Withdrawal** — complaint can be withdrawn at any time by the complainant.