

FAIR HOUSING DISCRIMINATION COMPLAINT PROCEDURE

Fair Housing Officer:

Richard Metcalf, Housing Code Inspector

Town of Enfield, Building Department

820 Enfield Street, Enfield CT 06082

Phone: (860) 253-6386 Fax: (860) 253-6400

Housing discrimination complaint form such as Forms HUD903 and HUD903A (Spanish version) from HUD and form 907 from the State of Connecticut Commission of Human Rights and Opportunities, as well as a summary of actions which constitute housing discrimination, and instructions for completing and filing housing discrimination complaints, will be made available to citizens at the Enfield Building Department, 820 Enfield Street, Enfield, CT 06082. Forms and instructions can also be obtained on the Town of Enfield website at: <http://enfield-ct.gov/1250/Fair-Housing-Information>. Complaints need not be made on official forms to be valid.

Fair housing forms and information will also be distributed to area lenders, realtors, the Enfield Landlord Association, town libraries, the Enfield Social Services Department, and other applicable public places and agencies.

The Fair Housing Officer shall reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office to assist the complainant directly, and allowing the use of town phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission, or with all three agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs. The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.